

A Final Report with all the following five elements is required as documentation of your program.

1. Essay/Report

A letter describing the program in detail, activities and attendance

- Did you reach your program goal?
- How did the actual program differ from your proposal?
 - What worked?
 - What didn't work?
 - What would you do differently?
 - What surprised you?

2. Educator Statement

Provide a statement that answers these three questions.

- What was the most rewarding aspect of creating *and* implementing your mini-grant program?
- What part of your mini-grant program was most valuable to your students/participants?
- What was most gratifying to you about being awarded a mini-grant?

3. Student Statement:

Ask students/participants for a candid statement conveying the impact of the program.

Suggested prompts.

- What was something new you learned?
- What surprised you?
- What was your favorite part of the program?

4. Photographs of Program:

A minimum. 8 and maximum 20 photos that show these three stages of your program.

- Preparation
- Student engagement in program activities.
- Final outcome, students with their finished work.

5. Please include any of these other formats that apply:

- announcements, flyers and articles
- audio, video or powerpoint presentations
- web, facebook, or social media (posts or links)

* We accept (jpg, jpeg or png)—the photos must be sent separately even if they are also included with, or embedded in a presentation (powerpoint, pdf, or video).