OGDEN ★ SCHOOL FOUNDATION

2017-2018 POST PROJECT REPORT
Submission Deadline April 1, 2018

Dear Grant Recipient,

As a grant recipient, the final requirement is to submit a Post Project Report at the conclusion of the project and no later than April 1, 2018. The Ogden School Foundation (OSF) is interested in how Impact, Innovation, and School Priority Grant funds made a difference in your classroom this school year. Please complete the Post Project Report on the following page and submit it to OSF using the submission directions below. By sharing how OSF Grants are making a difference in the lives of our students, we can leverage the most successful projects to inspire community support and generate additional resources to continue to enhance the educational opportunities for our students in the Ogden School District.

As a reminder, your awarded funds must be used by March 1, 2018. Any unused funds must be returned to OSF. Also, any materials purchased using OSF funds must remain at the school and become part of the school's inventory.

Please direct any questions to Leslie Parslow at the Ogden School Foundation, parslowl@ogdensd.org or ext. 7306. We look forward to hearing about the success of your grant projects!

Submission Instructions

1. The Post Project Report is already in a PDF format with form fillable fields to allow grant recipients to complete the form electronically. For best results use Adobe Reader.
2. Open and download the PDF application and save a copy locally on your computer. Fill out the application form that is saved on your computer, not the PDF attachment.
3. Save the PDF using the following name format: ***School.Teacher'sName.GrantTypePPR*** (i.e. Polk.JanSmith.InnovativePPR).
4. When you save be sure to save the grant application in a handy location, like your desktop or a specific, easy-to-find file.
5. As you add text in the form fields to answer the questions on the application, be certain to "Save" periodically so you do not lose your work.
6. Since the document is saved on your computer and you are remembering to save periodically, you can work on it over a period of time.
7. When your Post Project Report is complete, attach your PDF document (named in the correct name format as specified in step 3) to an email and send it to ogdenschoolfoundation@ogdensd.org with the email subject line matching the name of your attached PDF (i.e. Polk.JanSmith.InnovativePPR)

Please retain a copy of your Post Project Report for reference.

Post Project Report
Submission Deadline: April 1, 2018

Project Title_____

School _____   **Was this a group grant?**   Yes   No

(If yes, only one post project report is required for submission.)

Applicant's Name	Grade Level/Subject	Cell Phone Number	Email Address

How many students were directly impacted through this grant? _____

Total Grant Funds Awarded: $_____

Are there any unused grant funds?   Yes   No

Description of Project: Briefly recap what you did with the grant funds.

Please retain a copy of your Post Project Report for reference.

Planning for Next Year: Would you do this project again next year? What changes or improvements would you make?

Evaluating the Project: Describe how you knew whether or not the project's objectives had been met. For example, share the pre and post assessment methods you used, the level of mastery you were looking for or how your chosen assessment method met the needs of diverse learners (i.e. kinesthetic, auditory or visual). Were there any unanticipated results, positive or negative?