

Your Organization or Neighborhood Association)
(The Title of Your Project)
(Name of Individual Completing Final Report)
(Contact Information for Individual Completing Final Report)
(Award Amount)
(Date Sent)

I. Introduction

1. Please describe in (500 words or less) what your goal was for 2015 SWNI small grant project. Who or what was the focus and how did you determine the need?
2. What was your defined outcome? (3-5 sentences).
3. Did your goals change during the process of your project? If so how?
4. What roadblocks did you encounter if any? How did you overcome them?
5. Did you receive any other grants during the 2015 grant cycle? Please specify from where and how much.
6. Have you received funds from the SWNI Small Grant Program before? Please specify the years and project titles.

II. Measuring Success

7. Please specify what measures you chose and why you chose them
 - a. Data showing the number of people attending your event, the number of new people, the number of people who heard about your event from your outreach efforts, survey data or some other form of measure. Please include numbers, data tables, graphs, etc.
 - b. If you collected qualitative information (i.e. stories) please include them in this section.

III. Capacity and Sustainability

8. Project self-sustainability for the future.
 - a. What efforts did you make to establish self-sustainability of your project for the future?
 - b. How will you use these additional funds (to reduce your dependency on SWNI Small Grants Program, to expand your project without increasing your dependency on SWNI Small Grants Program)?
9. How has your project encouraged participation (i.e. more volunteers, increased visibility, more participation in neighborhood meetings, increase neighborhood activity in a renovated community space, improved access to education or skills)? Please be specific.
10. Were there new organizing or outreach skills/strategies acquired by members of your organization as a result of this project?
11. What was the most effective outreach strategy you used to get people involved?

IV. Partnerships

12. Were any new partnerships created as a result of this project? Please list and **describe** the role of the partners.

V. Engaging under-represented groups

13. Were there any underrepresented groups/organizations you've traditionally not worked with before but did so as a result of this project? Please list those organizations and their contact information.
14. **For non-Neighborhood Association groups:** As a result of this project, was there any ongoing participation with any Neighborhood Association? *i.e. did representatives from your organization attend neighborhood association meetings, become a member, volunteer, or stay in contact with a neighborhood association?*
Please describe.

15. **For Neighborhood Associations:** As a result of this project, was there any ongoing participation with any community-based organizations other than Neighborhood Associations? *i.e. did representatives from your organization attend other organization's meetings, become a member, volunteer, or stay in contact with other organizations?*
Please describe.

IV. Deliverables

16. Submit electronically at least 1 picture (titled) that best shows the outcome/activities of your project.

17. A copy of all outreach efforts: flyers, posters, postcards, copies of web pages (if the purpose of the project was to create or improve communication through websites), etc.... We want to see what you did and how you did it.

V. Financial Information

18. All financial information related to this project. The expense summary should include:

- i. All receipts
- ii. Donations (i.e. gift certificates, give away prizes for raffles, etc...)
- iii. Number of volunteers and volunteer hours
- iv. In kind donations by participants, project leaders and partners