

INITIATIVE GRANT FINAL REPORT

This report is due by **Tuesday, July 31, 2018**. Please follow the instructions listed at the end of the form.

ORGANIZATION

Project Title	
Name of Organization	
Contact Person Name	
Title	
E-mail	
Telephone	

FINANCIAL

Grant Allocation From ECALA	\$	Grant Amount Used	\$
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OUTCOMES AND EVALUATION

1. What were the key outcomes of your initiative? (Copy and paste the project's outcomes listed in your approved proposal.)
2. Based on your evaluation and measures reported in the Measurement and Evaluation Table, what success have you had in meeting these outcomes and what conclusions can you draw about your project's impact?
3. Did the project follow the timeline and activities described in your proposal? Yes___ No___
If not, explain the differences and how (or whether) they affected your results.
4. Did this initiative result in new resources (e.g. learning tools or curricula)? Yes___ No___
If yes, please describe them below and include in Final Report.
5. Do you have any other significant learnings from this project? Yes___ No___
If yes, please describe them below.
6. Going forward, what are your plans for the project and any resources produced?

FINANCIAL REPORTING

7. Attach Financial Final Report using the template provided. In the space below, please explain any significant variables.

DECLARATION AND AUTHORIZATION

Two authorized signatories from your organization must sign the following declaration.

I certify that the information provided in this document, the attached course list and measures data, and the attached financial statement is true and accurate, and the expenditure of all Community Adult Learning Projects funds complied with ECALA's Initiative Funding Requirements. Original project documents and any project attendance records will be maintained for a minimum of two years.

Project Title

Name	Position	Organization
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Signature	Date signed
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Name	Position	Organization
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Signature	Date signed
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October 2017/June 2018 Initiative Grant

INSTRUCTIONS AND CHECKLIST

Review this list to ensure that your Initiative Grant Final Report is complete.

E-mail your report package by end of day **Tuesday, July 31, 2018** to info@ecala.org. Include the following attachments:

	Your completed report form(this document) in MSWord or saved as a PDF (not scanned)
	A financial report using the required budget template submitted with your approved proposal Ensure it includes the approved full project budget, and income and expenses to June 30, 3018.
	A complete the Measures and Evaluation Table and submit in Excel (not PDF) . Contact ECALA regarding measurement and evaluation if you have been funded to complete an applied research project.
	Scanned copy of your signed Declaration and Authorization (last page of this document)

Thank you!

If you have questions, please contact ECALA at pd@ecala.org or call 780-415-5520.