*Guide lines for Final Reports*

*Please remember that this report may be printed as a news release or provided to the press for local articles. This form can be emailed to you. Please call 334-636-0120 or email me at* [*marie.lowder@yahoo.com*](mailto:marie.lowder@yahoo.com)

Project Title: This title needs to match the project title on the original application.

Introduction-

1. Who are you? Name of the Organization and mission statement
2. What does your organization do? Who is your target audience, what other activities are they involved in?

Objective -

1. What is the problem? You can list the problems here
   1. Example one
   2. Example two
   3. Example three
2. How did you determine it was an issue? For example *“A group of concerned parents met at our last PTO and discussed how best to……”*

Justification –

1. How much money did you receive in total? This can include inkind. For example *“We received over $30,000 in cash and inkind donations.”*
2. What did you do with the money? For example “*We used this money to help ………”*
3. What activities were preformed? For example *“We started by calling all the concerned individuals to ask for their support.*
4. Where did these activities take place? For example *“Most of our activities took place at …… because …….”*
5. How many people were helped? For example *“We reached over ……..\_\_\_\_\_ individuals with this service by……”*
6. Were there any jobs created? For example *“No jobs were created by this venture. However, we did offer part time service during the length of the project to…..”*
7. Which of the local RC&D Councils were involved? For example *“The \_\_\_\_\_ organization worked very close with XXX RC&D Council to…..”*
8. Were there other organizations involved in the project? For *example “Other organizations such as \_\_\_\_\_ helped by supplying volunteer hours constructing and or teaching …….”*
9. How did they help with the project? For example *“Without the help of the \_\_\_\_ this project would never have gotten off the ground”*
10. How did you give them credit for the funds? For example “*To thank RC&D and other organizations we posted information regarding \_\_\_\_- on our website, in the newspaper or newsletter was printed in\_\_\_\_\_\_”*

Conclusion –

1. When did you complete the project? For example “The project was completed on September 30th 2008.”
2. How did you determine if it was successful? For example *“We feel that the project was an overall success based on the post test results provided for you to review”*
3. Please provide your contact information for news articles and/or press releases. Please include your name, title, address, phone and email address so that we may contact you for additional information.