

Huron County Community Foundation

Mini Grant Report Guidelines

The Huron County Community Foundation, an affiliate of the Community Foundation of Lorain County, was founded in 1997 and comprises more than 40 endowment funds. The Advisory Committee, which is comprised of six members, determines grant awards to Huron County teachers through the mini grant process.

The Huron County Community Foundation is very interested in the progress of your project and accountability so that we may report the impact of our grants. To help us learn more about your project, we request that you use the following form to prepare a report on your grant.

Note: The Huron County Community Foundation and the Community Foundation may use excerpts from this report in other documents or publications.

Please contact the Program Staff at the Community Foundation of Lorain County with any questions regarding your grant or this report. Mail or e-mail your report to:

Community Foundation of Lorain County

Attn: Program Staff

9080 Leavitt Road

Elyria, OH 44035

E-mail: HuronCountyCF@peoplewhocare.org

*** E-mails should have the name of your school in the subject line.**

HURON COUNTY COMMUNITY FOUNDATION

Section "A" - Grant Profile

CONTACT INFORMATION

DATE _____

SCHOOL _____

DISTRICT _____

NAME _____

POSITION _____

TELEPHONE Work _____ Cell _____

E-MAIL _____

PROJECT INFORMATION

GRANT # # _____ (see your Award Letter and Terms of Award)

PROJECT TITLE _____

GRADE SERVED Preschool Grades 1-3 Grades 7-8
 Kingergarten Grades 4-6 Grades 9-12

DURATION OF PROJECT From _____ To _____

TOTAL COST OF PROJECT \$ _____

AMOUNT OF GRANT \$ _____

HURON COUNTY COMMUNITY FOUNDATION
Grant Report Section “B” – Project Report

Project Update

1. Describe your project’s activities during the grant period.
2. Did you make any changes or improvements in the project design? Explain.

Project Outcomes

3. What were the strengths and challenges of the project?
4. Did the outcome of the project meet your expectations? Explain. As appropriate, please provide stories (1 or 2) that illustrate the project’s most significant impact.

Lessons Learned

5. If you were to do your project again, what would you change? Why?

Collaboration

6. If applicable, explain how you collaborated with other teachers or community organizations.
7. Describe any additional funding used for this project.

Acknowledgement

8. Was the Huron County Community Foundation acknowledged as a funder of this grant? How?

Attachments

9. Please attach:
 - A report detailing how the grant monies were used
 - Copies of any media coverage (e.g., newspaper articles, school newsletters)
 - Photographs of activities relating to the funded project (e.g., planning sessions, work done during the project, capturing final outcome)