

## OC Teacher Grant Reporting Guidelines

1. Grant Number \_\_\_\_\_
2. Grant Amount \_\_\_\_\_
3. Organization Name \_\_\_\_\_
4. Project Title \_\_\_\_\_
5. Grant Period (Period Shown on Grant Agreement) \_\_\_\_\_
6. Contact Information
  - a. Name \_\_\_\_\_
  - b. Organization \_\_\_\_\_
  - c. Address \_\_\_\_\_
  - d. Address 2 \_\_\_\_\_
  - e. City/Town \_\_\_\_\_
  - f. State/ Province \_\_\_\_\_
  - g. ZIP/Postal Code \_\_\_\_\_
  - h. Country \_\_\_\_\_
  - i. Email Address \_\_\_\_\_
  - j. Phone Number \_\_\_\_\_
7. OCCF Funded Project Description Summary (750 characters max)



- 8. Were there any changes made from the original grant application and what are the reasons for those changes, including changes in date/ timeline, budget for the project and services provided.**
- 9. Project Income Sources - Please provide the ACTUAL dollar amount received by each of the Income Sources, as well as the total Income actually received for this project.**
- a. OCCF**
  
  - b. Foundations, Corporations, and/or Government**
  
  - c. Fundraising and/or Contributions**
  
  - d. Program Fees**
  
  - e. Other Income**
  
  - f. Total Income**



**10. Project Expenses - Please provide the ACTUAL dollar amount expended by the project in each of the Project Expense areas, as well as the actual total project expenses.**

- a. Personnel (plus benefits)**
  
- b. Supplies/ Equipment**
  
- c. Consultants/ Subcontracts**
  
- d. Travel**
  
- e. Postage**
  
- f. Printing**
  
- g. Other Direct Costs**
  
- h. Indirect Costs**
  
- i. Total Expenses**

**11. Please describe specify how OCCF grant funds were used. Refer to the project expense categories above to provide detail on personnel/benefits, supplies/equipment, consultants/subcontracts, travel, etc.**

**12. What was your proposed project/trip?**

**13. How many students participated in the project/trip?**

**14. How does this project relate to current coursework? What specific activities related to the project did youth engage in before and after?**

**15. How would you have met your learning objectives if you did not receive this grant?**

**16. What were your learning objectives? Did you meet them? To what degree were they met? For example, was anything measurable such as higher test scores, increased engagement, higher comprehension etc.**

**17. What did you personally take from this experience?**