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**LEXINGTON EDUCATION FOUNDATION**

**PROGRAM GRANT FINAL REPORT**

***DATE DUE: JUNE 30***

Submit this report via email to *finalreport@lexedfoundation.org*

Please type “Final Report” and your project title in the subject line.

Final reports provide an opportunity for LEF grantees to share information and insights that may be helpful to teaching colleagues and to LEF in shaping future projects and programs. We appreciate your candor: *Please remember that negative feedback is as valuable as positive feedback.*

LEF also draws on information from grantee reports to promote LEF and publicize the contributions of grantees to the LPS community and the larger Lexington community. Samples of student work, detailed testimonials, photographs, and other evidence of impact are therefore especially welcome.

Project Director:

Position:

School(s) Involved:

Title of Project:

Date of Report:

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Please respond to each question in order, numbering your responses as indicated below. (for #1-3, you may copy and paste from your application.)

1. **Project Summary**. Provide a one-sentence description of your project.
2. **Need**: Summarize in 1-2 sentences what educational need spurred your decision to apply for this grant.
3. **Goal**: State in 1-2 sentences how you hoped this project would address this need.
4. **Activities:** Describe the principal activities of the project, with an accompanying timeline. Please note any differences between proposed and actual activities.
5. **Assessment:** Provide an evaluation of the project’s process and results.
6. On a scale of 1-10 (10 being the highest), indicate the extent to which you believe the project achieved its objectives.
7. Copy the educational objectives you listed in your proposal. For each objective, explain how you measured progress and results.
8. Describe the impact the project has had (or that you expect it to have) on teaching, learning, and/or school culture. *Please provide specific examples/illustrations.*
9. Identify the factors that contributed most to the success of, and/or difficulties with, the project.
10. Describe challenges or surprises (positive or negative) that you encountered.
11. Based on what you have learned, explain what, if anything, you will/would do differently.
12. **Dissemination/Publicity**. How have you disseminated the products and findings from this project within your school, to other Lexington schools, and more broadly? How have you publicized the project?
13. **Next steps:** How will you follow up on, or extend, this project?
14. **Additional materials.** We would welcome any materials – syllabi, reports, publicity materials, photographs, etc. – that you believe would be helpful in providing a picture of the project.