



Mini Grant Final Report Template

If awarded, these are the questions grantees will be expected to answer when the project period ends. Please use this guide to help prepare for the 2024-2025 Mini Grant final report (provided by the ATSPA.)

1. Project Title
2. What project activities did you complete in this grant period, and how did these activities advance your objectives?
3. How realistic were your timeline and expectations for this project? Did you have to make any adjustments? If so, what adjustments were needed?
4. Was the target population appropriate for your project? Explain how the educational outreach was received by the target population.
5. Please describe the project's results and how many people you reached. Explain if your project fell short, met, or exceeded your goals and why.
6. Share a short anecdotal story, in one paragraph, illustrating the impact of your organization's project.
7. Describe the processes that you used for evaluating the success of the project. What did you learn from the methods you used to determine your success? What feedback did you receive, either internally (from your staff/partners) or externally (from participants)?
8. What did you learn as you carried out the work? Were there any unexpected outcomes? Any parts that were particularly effective or not effective? What would you do differently next time and why?
9. Please describe other resources or partnerships that were utilized and how they helped to carry out the project. Additionally, how will you continue to support these partnerships and collaborative networks?
10. Please submit your final budget report. (Final budget spreadsheet will be sent along with the final report link to awardees.)
11. Please upload any pictures you captured during your project. These images may be used in ATSPA publications.