

**NEEDHAM EDUCATION FOUNDATION, INC.**  
**Final Grant Report Form**

**Project Title** \_\_\_\_\_ **Date** \_\_\_\_\_

**Grant Recipient(s)** \_\_\_\_\_

**Phone** \_\_\_\_\_ **E-Mail** \_\_\_\_\_

**A. Project Evaluation -Please attach a separate sheet with your responses to the following questions:**

**1. Evaluation of Project Results**

Discuss the successes and disappointments of your project. Did you achieve the educational objectives set out in your proposal? Would you change anything? Describe your method of evaluation.

**2. Project Publicity**

Please summarize how your project was promoted in your school and to the public. You may enclose copies of news articles. We welcome photos, videos, quotes from students, and or news articles.

**B. Project Budget Report**

**Stipends** \_\_\_\_\_

**Materials** \_\_\_\_\_

**Equipment** \_\_\_\_\_

**Other** \_\_\_\_\_

**Total Grant Award** \_\_\_\_\_

**Total Expenditures** \_\_\_\_\_

**Surplus Balance Remittable to NEF** \_\_\_\_\_

\_\_\_\_\_  
*Grant Recipient(s) Signatures*

Return completed report to **NEF Small Grants Committee, P.O. Box 920145, Needham, MA 02492.**

Submit a copy of the cover page only of this report to the attention of **Anne Gulati, Accounting Department, Needham Public Schools.**