

Final Report Outline

The following outline is intended to guide you through your preparation of the final grant project.

Please follow the outline format and use the same section headings (outlined in boldface below) within the body of your report. Each question listed on this format does not need to be included in your version. This will facilitate a more efficient review and approval process.

The final report should be a narrative of what your organization accomplished during the implementation of your grant project and the challenges you encountered along the way. Please prepare your report on 8.5" paper, with 1" margins.

Although measurable results are an important component of your final report, there should also be a qualitative evaluation of the grant. This is your opportunity to describe the successes, challenges, and benefits of your project that can't be summarized with numbers.

You should attach any material that highlights your project accomplishments during the project period. Include such documents as photographs, flyers, newspaper clippings, meeting sign-in sheets, etc. This information may be submitted electronically on a CD.

The information you provide in this report will help the EPA report on the success of the grant program, as well as help us work with you and other community groups more effectively in the future.

Date
Name of Organization
Project Title
Grant ID Number & Project Period
Contact Name, Phone #, Email

I. Project Purpose

- A. Describe the original purpose of your grant project - what did you intend to accomplish through this grant?
 - 1. What goals and objectives were targeted in the original proposal?
- B. How do the goals and objectives of the project address environmental and public health protection?
 - 1. If there was a change in the scope of the grant, explain what was changed, why the change was requested, and how the change(s) affects the original project goals and objectives.
- C. What neighborhoods did your project affect or involve? Include information on the target audience, such as local residents, businesses, demographics of the target audience.

II. Project Accomplishments

- A. Describe what you accomplished through this project. Please present this information by following the original (or revised) workplan objective-by-objective, and task-by-task
- B. How did the project attain all of the goals and objectives originally targeted? If not, how was the budget reallocated and how was this change reflected in the revised workplan?
- C. What were the specific outcomes and/or products as a result of this project?
 - 1. Provide actual quantities/numbers of items affected, produced, improved, or people affected by the project.

III. Project Challenges and Lessons Learned

- A. What were the most significant challenges/barriers to achieving the goals for this project?
 - 1. How did these challenges alter your workplan or change your approach to implementing the project?
- B. Lessons Learned: positive and negative
 - 1. What are the features, accomplishments, or nuances about this project that you have not experienced in implementing other projects?
 - 2. What went well? (E.g., trust developed in a community; relationships created; collaboration with non-traditional partners; recruitment of new individuals)
 - 3. What would you do differently if you were to implement this (or for similar projects) again?
 - 4. What advice would you give to another group doing a similar project?

IV. Project Evaluation

- A. Evaluation Methods
 - 1. Describe how you measured project effectiveness throughout the implementation of your project, as well as the quality of the final outcomes of your project. Include evaluation tools where applicable.
 - 2. How did you use evaluation data to strengthen your project during implementation?

V. Project Sustainability

- A. Future Application
 - 1. Does your organization plan to continue this project (or work that is closely related) beyond this grant period? How?
 - 2. What do you and/or your constituents perceive to be the value of doing this project? What is the value of continuing this type of work in the future?
 - 3. How have you disseminated project results to your target audience? What are your plans (if any) to share results with a wider audience?
- B. Healthy Communities

1. Do you or your constituents see this project and related work as contributing to the creation and maintenance of livable, healthy neighborhoods? How?
2. Were there any finds or information gained that could contribute to addressing environmental injustices? How?

VI. Appendices

Please include any materials that represent or highlight your project accomplishments during the project period. Include such documents as photographs, flyers, newspaper clippings, meeting sign-in sheets, etc.