

**Houston Community College Foundation**

**Final Grant Report**

The purpose of the final grant report is to provide the HCC Foundation with a written record of grant-related activities, accomplishments, and challenges that have been faced during the grant term. We use this report for grant management, results assessment, impact evaluation, and learning. When completing the final report, please include all significant accomplishments, challenges, and activities. **The HCC Foundation will not consider further grant requests from your department until this report has been submitted.**

*Note*: If the President and/or the Scholarships and Awards Committee asks you for additional information, please follow those instructions.

**Please submit the final report on or before August 31, unless your grant agreement has specified a different due date.**

Submitting Your Final Report

Please complete this report and submit electronically to silvia.romero@hccs.edu and include “Final Grant Report – *Enter the Grant Title*” in the subject line.

Attach other supporting materials such as photos, videos, marketing materials, PowerPoint presentations, etc. as separate attachments. Do not copy and paste the materials to this document.

**When entering your answers below, be sure you are using Arial font, size 10-pt, and italic.**

Contact Information

For questions or information needed in preparation of your final grant report, please contact:

Sylvia Romero

Board Services Assistant, HCC Foundation

713-718-8492

silvia.romero@hccs.edu

I. Summary Information

**Grant Information**

|  |  |
| --- | --- |
| **Date** |  |

|  |  |
| --- | --- |
| **Grant**  **Title** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date Grant Awarded** | *Month Year* |  | **Project End Date** | *Month Year* |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Grant Amount** | *In U.S. dollars* |  | **Project Duration** | *In months* |

|  |  |  |  |
| --- | --- | --- | --- |
| **Report Period *from*** | *Month Year* | ***to*** | *Month Year* |

|  |  |  |  |
| --- | --- | --- | --- |
| **Report Due** | *Month Year* |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Are there any unexpended funds remaining?** | *Yes / No* |  | *Amount* |

**Grant Recipient’s Point of Contact:**

|  |  |
| --- | --- |
| **Prefix** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **First Name** |  |  | **Last Name** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Email** |  |  | **Phone** |  |

|  |  |
| --- | --- |
| **Title** |  |

|  |  |
| --- | --- |
| **Department** |  |

|  |  |
| --- | --- |
| **College** |  |

|  |  |
| --- | --- |
| **Mailing Address** |  |

|  |  |
| --- | --- |
| **Mail Code** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Report Prepared by** |  |  | **Date Submitted** | *dd mm yyyy* |

|  |  |
| --- | --- |
| **Phone** |  |

|  |  |
| --- | --- |
| **Email** |  |

II. Grant Report Narrative

**Report Narrative (2-3 pages)**

Please respond to each section; keep 10-point font in Arial. Please be as transparent as possible. Unexpected outcomes – even if negative – are often part of running projects and programs and will help us build on each other’s lessons.

**Type Grant Title Here**

|  |  |
| --- | --- |
| **General Results** | **Describe the overall results of the project funded by this grant, including date(s) and location(s) of activities and their significance. Include any challenges faced and how/why they were not overcome.** |
| *Type Here* | |

|  |  |
| --- | --- |
| **HCC Mission** | ***Houston Community College is an open-admission, public institution of higher education offering a high-quality, affordable education for academic advancement, workforce training, career development, and lifelong learning to prepare individuals in our diverse communities for life and work in a global and technological society.***  **Describe how this project supported the HCC Mission.** |
| *Type here* | |

|  |  |
| --- | --- |
| **Student Results** | **How many students were impacted by this grant? What was the impact? What were the outcomes – such as GPA, graduation, course completion, continued on pathway (i.e. enrolled in the Fall and enrolled in the Spring)? Employment?** |
| *Type here* | |

|  |  |
| --- | --- |
| **Sustainability** | **If your department intends for this project to be sustained after the grant period has ended, what actions have been/will be taken to facilitate sustainability, and how will the project be continued?** |
| *Type here* | |

|  |  |
| --- | --- |
| **Scalability** | **Does your department intend for this project to increase in scale after the grant period has ended? If so, please describe how much it will be scaled up and what actions have been/will be taken to facilitate that increase in scale.** |
| *Type here* | |

|  |  |
| --- | --- |
| **Lessons Learned** | **What lessons have you learned during the course of this project that will help your department and other departments within the College that may be involved in similar work? Is there anything that the Foundation can do/could have done to assist you in addressing any challenges you encountered?** |
| *Type here* | |

|  |  |
| --- | --- |
| **Additional Information** | **Share anything else that happened during the grant period that impacted the organization, either positively or negatively.** |
| *Type here* | |

III. Photo Guidelines

Photos, videos, marketing and PowerPoint materials of the project in action are requested and preferred. We may use your photos/videos in HCC Foundation publications at any time in the future. Photos/videos should be submitted as JPEGs (.jpg files) to silvia.romero@hccs.edu.

**Requirements**

* Please submit at least three (3) press-quality photos.
* “Press Quality” means that photos should be over 1200x1200 pixels in JPEG format. Setting your digital camera to “Highest” quality (or similar) will usually satisfy this requirement.
* Photos should be taken at the project site if possible.
* If possible, short videos of the student(s) sharing the impact the scholarship has made is encouraged.
* Please be sure to provide us with the HCC Foundation Photo Release form if submitting student photos and/or videos.