

*Norwin S. and Elizabeth N.*  
**BEAN FOUNDATION**

40 Stark Street, Manchester, New Hampshire 03101  
603.493.7257 [KCook@BeanFoundation.org](mailto:KCook@BeanFoundation.org)

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**EDUCATIONAL ENHANCEMENT FUND - FINAL GRANT REPORT**

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**Name of School:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Principal:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City/State/Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Date Awarded:** \_\_\_\_\_ **Amount Granted:** \_\_\_\_\_

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Your grant report should be based on the description and objectives in your original proposal. Please refer to your original proposal as you prepare your grant report. We rely on your candid grant reports to assist us. Please give us your honest thoughts about the results of the project for which funds were granted. We are as interested in what didn't work as what did.

**When to Submit Final Grant Reports**

1. Recipients of Educational Enhancement Fund grants from the Norwin S. & Elizabeth N. Bean Foundation should submit a final grant report upon completion of the project. All final grant reports must be submitted by July 15, at the end of the school year when the grant was received.
2. Final grant reports are required for any prior grants in order for the Foundation to consider new grant applications.

**How to Submit Final Grant Reports**

We strongly encourage you to submit grant reports by email. Completed reports should be emailed to [KCook@BeanFoundation.org](mailto:KCook@BeanFoundation.org) or mailed to Grant Manager, Norwin S. & Elizabeth N. Bean Foundation, 40 Stark Street, Manchester, NH 03101.

Goals and Objectives:

1. Please identify the proposed project and summarize the project objectives identified in your original grant request.

2. Indicate to what extent the project activities were completed and the project objectives were met.

3. On a scale of 1 to 4 please indicate the degree to which you were successful in meeting your goals for the project.

<input type="checkbox"/> 1. met the goal and exceeded it	<input type="checkbox"/> 2. met the goal	<input type="checkbox"/> 3. met some aspects of the goal	<input type="checkbox"/> 4. did not meet the goal at all
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4. Were there any unexpected outcomes, either positive or negative?

5. If you were to undertake this project again, what would you change? What would you keep the same?

6. Do you plan to repeat the project or activity?

7. Your report must include a budget for the project which compares your actual expenses (and other revenue, if there is any) to what you proposed in your original application. Please attach your budget to this report.

**Thank You**