



Gendler Grants Program: Guide for Writing Your Annual or Final Report

As a recipient of a Gendler Grant from the Women's University Club Foundation's Music Counts! Committee, at the end of the term of your grant you are required to write an annual report (for each year of multi-year grants) or a final report (for one-year grants). **Your report is due no later than July 31st.** This guide will help you prepare this report.

The **first step** in the process is to review the proposal that you submitted to request the funding in the first place. In that proposal, you described the **goals** and **rationale** for your project, your project **plan**, your **assessment** plan, and your detailed **budget**. These topics constitute the **outline** of your report. The report gives you a chance to reflect carefully, and learn, about your project and its impact.

(Note that it is not unusual to discover that you must adjust your project goals and plans because of real-world circumstances--if covid did nothing else, it taught us this lesson well. If this happened to your project, your task in your report is to explain what happened, how you responded, why, and how it worked out.)

Goals and Rationale for Your Project, and Project Plan

Show how each of your goals was implemented (or not; if not, why not). Explain any problems or barriers to success that you encountered over the course of carrying out your plan. How did you respond to these situations? What did you learn from the experience?

Assessment Plan

How did you propose to assess the appropriateness of your project goals and the success of your plan across the life of the project? Were you able to implement the assessment plan as you originally conceived it, and if not, why not? What did you do instead? Did you get the results you hoped for? If so, how do you know? If not, why do you think you didn't? Include data as appropriate, for example the numbers of students impacted, etc. Stories of how the students are being affected by the improvements can be included and are much appreciated. Any pictures we could publish on our public website would be an excellent way to convey the impact your project is having.

Budget

Finally, provide an assessment of how successful the funds were in achieving your goals and providing a significant and long-term improvement in your music program. Again, any data would be helpful in making your case.