2024 Region 5 Grant Program Final Report

Project Synopsys

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| Project Name: |  | | |
| Entity Receiving Grant: |  | | |
| Project Date: |  | Total Project Spent: |  |
| Initial Amount Requested: |  | Actual Grant Amount: |  |
| Entity Initial Match: |  | Entity Actual Match: |  |

Project Best Practice

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| --- | --- |
| **1. Entity Receiving Grant** |  |
| **2. Entity Size** |  |
| **3. Project Contact** |  |
| Name |  |
| Phone Number |  |
| Email |  |
| Mailing Address |  |
| **4. Project Category** | Please choose one: Membership Development, Communications, Events, Outreach, Starting a New YMG/YMF, Other (explain) |
| **5. Project Description** |  |
| **6. The Process**  (What you did, When and How) |  |
| **7. Those in Charge** (Committee, Task Committee, Etc.) |  |
| **8. Time Frame**  (When Started, When Completed) |  |
| **9. Success Factors**  (The Parts that Worked Really Well) |  |
| **10. Setback Factors**  (The Parts that did Not Work Well) |  |
| **11. Creativity**  (This is something off the wall that we did) |  |
| **12. Administration**  (What was most Important) |  |
| **13. Follow-Up**  (What was most important?) |  |
| **14. Recommendations**  (What you should ALWAYS do with this project?) |  |
| **15. Cautions**  (Recommendation What you should NEVER do with this project?) |  |
| **16. The Outcome** |  |
| **17. Ongoing Activity**  (Would you do it again?) |  |
| **18. Speaker Contact information**  (person who would be willing to speak about the Best Practice) |  |
| Name |  |
| Address |  |
| Phone Number |  |
| Email |  |
| **19. Additional Comments**  (We strongly recommend attaching relevant photos and graphics) |  |

Additional Information

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| Allocation of Funding  (Please include a synopsis of all monies spent and attach receipts, copies of bills paid, etc. documenting all expenses associated with project execution) |
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| Description of member participation  (How may members participated in the Program? Breakdown of members, younger members, and student members) |
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| Did the Program meet the Region 5 initiative(s) identified? Please describe how. |
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| Participant Feedback (Was there any feedback? Please share.) |
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| Media Coverage (Was any media coverage generated? Please share.) |
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