

FINAL REPORT GUIDELINES

STUDENT ACHIEVEMENT GRANT

The report must include three basic parts: 1) a *narrative* of your accomplishments, 2) a *financial* accounting of expenditures, and 3) a collection of additional learning materials. Please address in your report all of the items listed below. **Failure to submit this report will make you and your partner(s) ineligible to receive a grant from the NEA Foundation in the future.**

Narrative Section

- Approximately how many students directly benefitted from this project?
- How many educators were directly involved in this project?
- What were the measurable goals for your *Student Achievement Grant*? Did you modify those goals? If so, why?
- What did students learn from the project? Describe how you evaluated the student outcomes.
- Describe other major results of the grant.
- What do you consider the most successful aspects of the project? If barriers arose, please describe them and the actions you took to address them.
- How have you extended your project to faculty and students beyond your own classroom or courses and what have been the results?
- How has this project strengthened the overall curriculum?
- Have you encouraged your colleagues to apply for a *Student Achievement Grant*?
- (Optional) Please provide any suggestions you may have for the NEA Foundation's future design of the *Student Achievement Grants*.

Financial Section

- In a Word, Excel, or PDF attachment, provide a description of each expense, the amount expended on each item, and the amount and source of any matching funds.

Additional Materials

- All *Student Achievement Grant* recipients must post copies of materials developed in connection with the grant project (e.g. lesson plans, presentation handouts, examples of student work) on the NEA Foundation's Grantee Group at www.curriki.org (see instructions on the following page).
- All *Student Achievement Grant* recipients are required to send at least five (5) student thank you notes. The letters will be used to highlight your work in NEA Foundation outreach and communications efforts.
- We strongly consider all grantees to include multimedia materials that correspond with the grant project. Videos, photos, PowerPoint presentations, audio recordings, etc. are welcome. These materials may be submitted as attachments and may be emailed or mailed to the NEA Foundation's Grants Manager.

POSTING CONTENT ON CURRIKI

Curriki is an open source website that allows educators to freely post, read, and refine curriculum. To encourage grantees to share the content created or refined through NEA Foundation funded projects, we've created a Grantee Group that will allow you to share your work with the 7 million users of Curriki. Those users, in turn, will be able to use your content or modify it to fit their instruction. It's a free exchange of ideas that will enable your colleagues all over the world to benefit from the excellent work you did with your NEA Foundation grant funds.

You will first need to register on Curriki and join the group - instructions for both steps can be found below. If you already have an account with Curriki, feel free to skip ahead to the second set of instructions.

Establish a Curriki Account

- Visit www.curriki.org and click "Register" in the upper right hand corner of the page, then click "Join Now" when the login window pops up.
- Username - This is a username that you will enter with your password in order to log in to Curriki. This field must use all Roman characters. Please note that this field is case sensitive.
- Password - The password field is case sensitive and must be at least five characters long.
- Full Name
- Email Address
- Member Type (select "Teacher" or "Professional")
- Agree to Terms and Conditions

After registering, you will receive a validation email. Click the link included at the bottom of the email to complete registration.

Join The NEA Foundation's Grantee Group

- After completing registration, click on the following link:
<http://neafoundationgrantees.groups.curriki.org>
- At the bottom of the home page, click on "Request Membership" and complete the prompts on the following page.
- Curriki will request that you select a role; please choose "Contributor/Participant."

Click "Request Membership" - we will approve your membership request as soon as possible.

Once you've created your account and joined the group, you can begin posting materials. And although we encourage you to use Curriki to its fullest potential, we ask that all projects posted in this group be directly related to your NEA Foundation grant project(s).