FINAL REPORT GUIDELINES
LEARNING & LEADERSHIP 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

- How many educators directly benefitted from the professional learning within the duration of this project?
- Approximately how many students directly benefitted from the professional learning within the duration of this project?
- What was your greatest accomplishment?
- What are the lasting results of your work, both anticipated and unanticipated? Consider specifically any effects on student achievement and on your practice.
- What was the reaction of your colleagues, students, and others to your activities?
- What kinds of challenges did you encounter in the course of the work, and how did you address and/or resolve them?
- What would you have done differently?
- Have you encouraged your colleagues to apply for a *Learning & Leadership Grant*?
- (Optional) Please provide any suggestions you may have for the NEA Foundation's future design of the *Learning & Leadership 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

- *Learning & Leadership Grant* recipients are strongly encouraged to post 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).
- 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).