

# Final Grant Report Guidelines

These reports provide both our Foundation board the reflection on the results and experiences of the grants we award, as well as an opportunity for us to share with our donors, the great things being done through their generosity. It may help you to think like a donor or board member when creating your final grant report. Or perhaps, what kinds of things you might enjoy watching or reading if you were on social media or a website like ours in order to understand what a donation to our foundation might be used for.

Also, look back at your grant proposal to be able to update us on your intention, results, unexpected outcomes, plans for the future etc.

We are happy to accept reports in a number of different formats (listed in our grant form). Feel free to ask about others. We offer the following guidelines to help you and help us so that we can readily use and share these reports with others, whether that be through social media, our website, a newsletter or email etc.

**Videos:** Record in landscape rather than vertical mode and in as high resolution as possible. Speak clearly and be sure you are in focus. Watch any backlighting that could make faces too dark or back ground noise for sound quality. Movement and humor are more interesting. Even bloopers can be fun! Share your enthusiasm and speak a little louder than what you are used to. Share examples - photos or video - perhaps a brief recording or photo of a group zoom call (make sure all kids in shot have permission to be published) around the grant related items. Show the items, event etc. not just speak about it.

You can share Via Dropbox and also share with [icanby@whidbey.com](mailto:icanby@whidbey.com) and enable her to edit. Videos should be in mp4 or mov format.

If possible, please state in your video - your name, what you teach, grades, and what your grant was for and for how much (\$ amt.) If jointly funded, please call out other contributors and if appropriate and possible, the dollar amounts or percentage of the donations. Community and team work are great to showcase!

**Photos:** Please make sure the image shows engagement with regards to the project or items, interest & happiness, even action if possible, at least a few faces, not just the back of kids heads, and submit them in jpeg format in medium or high resolution of 600K or more.

General information to share could include the following:

- a quick recap of the project, which grade(s), items etc.
- How the students reacted or engaged with it
- The result, outcome, if any
- Your observations of impact
- How you would improve it next time
- How you see using/doing it into the future
- Value of the effort
- Future ideas to expand or continue

**Sharing:** With regards to the actual sharing of the report with us, if it can be emailed, great. If not, you may share it via Google or drop box. If using Google or drop box, please include the following in your authorization:

[swsf@whidbey.com](mailto:swsf@whidbey.com)

[icanby@whidbey.com](mailto:icanby@whidbey.com)

[kahwilliams@gmail.com](mailto:kahwilliams@gmail.com)

Please enable Laura to edit videos. Videos should be in mp4 or mov format.

For physical reports, such as posters or tri-folds, please arrange for delivery by emailing us.

Thank you for helping us share with our community and donors the great work they are supporting! As well as providing our board with details of what our donation of time helps allow or create! And thank you for ALL you do! We appreciate you!

**SWSF Board**