



**Youth Grants  
Final Reporting Template  
Cover Sheet**

**“The goal of the Youth Grants is to allow for youth to develop a skill set in understanding how a comprehensive prevention plan can improve community health by addressing problems in their own communities. In doing so, we build capacity for more effective prevention efforts.”**

The North Country Health Consortium wants to know how the funding you received has assisted your group and what you were able to achieve throughout the project. We'd like you to share your stories of success and lessons learned, identifying any barriers you encountered.

*Please fill out this cover sheet and  
answer the questions on page 2 in a typed narrative*

**Final Report Summary**

Group Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Project Name: \_\_\_\_\_

Youth Group Facilitator Name: \_\_\_\_\_

Title: \_\_\_\_\_ Email: \_\_\_\_\_

Project Advisor Name: \_\_\_\_\_

**Financial Report Summary**

Total value of grant received from the NCHC \$ \_\_\_\_\_

Amount spent to date \$ \_\_\_\_\_

**Questions about the final report or process?**

Please do not hesitate to contact your  
NCHC Project Advisor at 837-2519!

**Project Narrative Template**  
**“Share the News of Your Grant!”**  
*Please address these areas in your narrative*

## **L**essons Learned

- a) *Were your original objectives met or changed? If changed, please briefly describe the key challenges, and reasons that they arose.*
- b) *Describe any additional benefits in terms of outcomes, beyond the original proposed goals or activities.*
- c) *How did the grant help you form new relationships, partnerships or build capacity in your community? List any business or people that were active partners with your group.*
- d) *What were some barriers that you encountered during the project? How did you get over them?*
- e) *Do you have any outstanding needs or concerns pertaining to this granting activity? Any recommendations for the next cycle of granting?*

**S**uccesses- Tell us how your project was successful.  
*Identify any successes you have noticed as a result of your Youth Grant environmental activity.*

**I**mpact—We want to know how our grants are making a difference to the people who live in your community or in the North Country in general.

- a) *How did this grant make an impact or a difference in your identified community?*
  - o *E.g. school community, town, etc.*

**I**tems to include with final report— Please provide a copy of any reporting documents such as:

- a) *All “Meeting Minutes/Attendance Forms”*
- b) *“Schedule of Group Meetings Form”*
- c) *Samples of materials used/created*
  - o *E.g. press or news items, brochures, newsletters, website URLs, fliers, etc.*
- d) *Revised budget*
  - o *Please explain any significant changes from originally submitted budget.*
- e) *The documentation (pictures, etc.) used to document your journey.*

## **O**ther Comments—

- a) *Is there anything else you would like to share with us?*
- b) *Are you interested in applying in the future for another grant?*
- c) *Did we cover all your questions?*
- d) *How else could we have helped you?*
- e) *Would you be able to present at and attend the celebration in September 2009?*