## 

## Instructions for Completing Final Report

This report is the primary source of information on the progress of the grant. It is important to document project activities and progress on workplan deliverables, as well as to submit accurate data that reflects spending, participation, satisfaction, best practices, and lessons learned.

Please submit this report by [DATE].

## Final Report Checklist:

Additional Documents (Program Flyers, Pictures, Grant-Related Documents)  
 Event sign in sheets (if relevant)  
 Any other supporting documentation

|  |  |
| --- | --- |
| Grantee Program Information (to be completed by DDC staff) | |
| **Project Title**: | **Grantee Name and Address:** |
| **DDC State Plan Goal(s):** | **DDC State Plan Objective(s):** |

**Final Report**

To be reimbursed for project activities, each grantee is required to submit a program report that outlines progress toward meeting the workplan deliverables as outlined in the contract. The following questions relate to the activities that occurred during this quarter. Please include specific data, numbers, dates, and organization names, as appropriate.

1. **Summary of Activities and Outcomes**
2. Please detail any major accomplishments, activities or outcomes that you would like to highlight from your work.

Click or tap here to enter text.

**B. People Being Served by or Participating in Grant Activities**

**Each of the questions below relate to people being served by the grant or participating in grant activities during this quarter.**

1. How many people participated in or were served by grant activities during this project? How many were trained? (Training is an organized activity to give information to improve performance or help gain knowledge about something. This does not include marketing, tabling, or public education.)

|  |  |  |
| --- | --- | --- |
|  | Participated | Trained |
| People with Intellectual and/or Developmental Disabilities (ID/DD) | Click or tap here to enter text. | Click or tap here to enter text. |
| Family members of people with ID/DD | Click or tap here to enter text. | Click or tap here to enter text. |
| Others (people other than individuals with ID/DD or family members) | Click or tap here to enter text. | Click or tap here to enter text. |

Please provide a detailed description of the activities and training they participated in.

Click or tap here to enter text.

1. Please provide demographic information for grant participants below.

|  |  |  |  |
| --- | --- | --- | --- |
| **Race** | # Individuals with ID/DD identifying as: | # Family Members identifying as: | # of Others identifying as: |
| White |  |  |  |
| Black or African American |  |  |  |
| American Indian and Alaska Native |  |  |  |
| Hispanic/Latino |  |  |  |
| Asian |  |  |  |
| Native Hawaiian/ Pacific Islander |  |  |  |
| Two or more Races |  |  |  |
| Race Unknown |  |  |  |
| **Gender** | # Individuals with ID/DD identifying as: | # Family Members identifying as: | # of Others identifying as: |
| Female |  |  |  |
| Male |  |  |  |
| Other |  |  |  |

1. Please provide satisfaction and outcomes data for those participating in grant activities in the following table.

|  |  |  |  |
| --- | --- | --- | --- |
| **Outcomes** | # Individuals with ID/DD self-reporting: | # of Family Members self-reporting: | # of Others self-reporting: |
| They have increased their advocacy |  |  |  |
| They are better able to say what they want |  |  |  |
| Participating in advocacy activities now because of participation |  |  |  |
| Serving in leadership or advocacy positions (ex. coalitions, policy boards, advisory boards.) |  |  |  |
| Are/were satisfied with grant participation |  |  |  |

1. Please provide a brief description of how the data in the preceding chart was collected (For example: “Data collected via survey at regional events”).

Click or tap here to enter text.

1. Describe any feedback received from participants during this quarter and how this has/will affect future project activities.

Click or tap here to enter text.

1. Please share participant stories that highlight positive outcomes of an individual’s participation in grant activities.

Click or tap here to enter text.

**C. Systems Change Efforts by Grantee**

**The following questions ask about grant systems change efforts during the reporting period.**

**Systems change activities can include the creation of, improvements to, or implementation of any of the following:**

* **Organizational internal policies, services, or business actions.**
* **Local/state level public policies.**
* **New or innovative approaches, practices, trainings, or models.**
* **Regulations or statutes (i.e. laws/legislation)**

1. Please provide an overview of any systems change activities that have occurred during this reporting period based on activities of the grant.

Click or tap here to enter text.

1. Please describe any activities you have worked on in collaboration with other organizations to support the grant during this quarter, and provide information on who you collaborated with.

Click or tap here to enter text.

1. What community outreach have you engaged in this quarter to promote or support grant activities?

Click or tap here to enter text.

1. Please report any progress you have made towards cultural competency efforts in this quarter. (For example: staff training, outreach to diverse communities, translation of documents.)

Click or tap here to enter text.

**D. Additional Information**

**The following questions seek to obtain additional information about project activities, including challenges faced, unmet needs, dollars leveraged and sustainability efforts.**

1. What new, emerging or unmet needs were identified through this project? How have these been addressed and/or what assistance is needed to help address them?

Click or tap here to enter text.

1. Did you leverage any dollars (receive additional money or in-kind support from outside parties) to help implement the grant during this quarter? If so, please provide the amount and a brief description. (For example, did an organization donate space for grant use, cover costs of food for an event, or print materials at a reduced rate?)

Dollars Leveraged: $ Click or tap here to enter text.

Description:

Click or tap here to enter text.

1. Have you used the skills, content or strategies you've learned or used in this project in other aspects of your work or personal life? If yes, please explain briefly.

Click or tap here to enter text.

1. What efforts have you made this quarter towards project sustainability? (Efforts could include finding additional funding, embedding activities into standing programs, scaling the program to other sites, building key relationships, etc.)

Click or tap here to enter text.

1. Please submit project materials. Examples include: pictures, photo releases, grant products, publications, marketing materials. Briefly describe the attached materials below and note any that you would like the DDC to help disseminate.

Click or tap here to enter text.

1. Please describe any barriers and challenges you have encountered over the year. What has helped with addressing the barriers and challenges? What will be done differently going forward? What lessons have been learned?

Click or tap here to enter text.

1. Describe any recommendations for improving this project moving forward.

Click or tap here to enter text.

1. Please describe any plans for the continuation of grant activities beyond DDC funding.

Click or tap here to enter text.