



Tri-College NEW Leadership Development Institute Patty Johnson Seed Grant Report

Instructions:

The intent of the one-year grant report is to assess how your seed grant money was used, reflect on your experience, lessons learned, and experiences with the Patty Johnson Seed Grant. Please use the questions within the report summary as a guide for assessing your project. **Bolded questions are required.** Limit your response to 3 pages.

Your Patty Johnson Seed Grant was for the approved project only. If you did not use all of the grant funds or used them differently than proposed, you are responsible for returning those funds, per your grant agreement.

1. Name:
Home (permanent) address:
Phone:
Email:
2. Would you be willing to speak about your grantee experience at future Tri-College NEW Leadership Development Institutes? (*double click to mark*)
 Yes, I am interested. Please contact me at: _____.
 No thank you.

3. Title of Project:

4. **Report Summary:**

Section #1: Summary of Activities and Outcomes of the Project

Please summarize your project, including key dates and how your project plans might have changed.

1. **What you did within your project.**
2. How your plans changed from your original plan?
3. Timeline – did it change or go as planned?
4. What is left to complete on the project?
5. Did you collaborate/work with anyone on the project within the community to implement the project? If so, how did you make these contacts? How do you communicate effectively? Did they provide support and direction on the project? If so, how?
6. **Quotations from the participants/constituents. Discuss the perceived value this project to the community.**
7. Do you have plans for continuing the project? What is the future of the project?
8. **Please share with us copies of all publicity and press related items.**

- a. **Examples include: articles, emails, newsletters, advertisements, posters, photos, etc.** *Materials will be used for future NEW Leadership marketing purposes (i.e. to show funders, on website, etc.).*
9. Outcomes and assessment. List all measurable outcomes and results at the completion of your project.
10. **Detail expenses:**
 - a. **Amount awarded by Patty Johnson Seed Grant Committee?**
 - b. **How was the money spent?**
 - c. **What other funding did you secure?**

Section #2: Self-Reflection

1. **Reflect on your original goals for the project. Were those met? What went well? What challenges or obstacles did you experienced?**
2. What would you do differently?
3. What do you wished you would have known before you started?
4. What was meaningful/rewarding/etc?
5. Could your project be replicated?
6. In what ways did you reach your personal and leadership skills that you wanted to develop.

Section #3: Critique of the NEW Leadership Patty Seed Grant Process

1. **Do you have any suggestions for the Patty Seed Grant Committee?**
2. What would you have changed about the process, information communicated, application materials, etc.?
3. What advice and recommendations would you give to someone at future Institutes applying for a seed grant?

Submission Information and Deadline:

Please email or mail your Patty Johnson Seed Grant report by **August 15, 2012** to:

Email: newleadership.seedgrant@gmail.com (*digital copy preferred, but not required*)

Mail: NEW Leadership Patty Johnson Seed Grant Committee
c/o Tri-College NEW Leadership Development Institute
Renaissance Hall #110, 650 NP Avenue
Fargo, ND 58102

Quick Tips:

It is recommended to keep accurate notes and complete this report throughout the duration of your project. Additionally, if your project is completed within a shorter timeline than the above stated **August 15, 2012** deadline, please submit your completed report within six weeks of completion.

For questions about the Patty Johnson Seed Grant report, please contact the NEW Leadership Development Institute Patty Johnson Seed Grant Committee at newleadership.seedgrant@gmail.com.

**Please contact the committee at any time for support.*