

NSSLHA GRANT AWARD SUMMARY REPORT FORM

Please complete and return this form along with a brief narrative report on the conference or special project for which your chapter has received NSSLHA Regional Project funding. You may mail or fax the report. **Please return this report to the National Office by March 1 (for grants awarded in the fall) or November 1 (for grants awarded in the spring).**

NSSLHA Chapter Name _____

Chapter Contact Information: _____

Name of Chapter Advisor/Designated Representative

Mailing Address 1

Mailing Address 2

City, State, Zip Code

Grant Type

Community Service

Regional Project

(Circle the grant type awarded)

Amount Awarded

\$ _____

Date Awarded

Guidelines for the End of Grant Report

Please prepare a brief narrative (2-3 pages) describing your final project. Please be sure to include the following information in your narrative:

- For Regional Project Grant recipients: Attendance levels for your event (or project). We are specifically interested in knowing the number of NSSLHA members that attended (or participated in) the event, if NSSLHA members from other chapters attended the event, and the names of those chapters represented.
- For Community Service Grant recipients: If an event was held to award the donation or if the chapter engaged in an event to raise their portion of the matching funds please describe the final outcome of the event. Share how the chapter advertised the event. If you have photographs of the recipient organization receiving the donation or photographs of clients using the equipment please forward those items to the national office.
- Were you able to carry out the activities as originally planned? If not, why?
- A statement about how you used NSSLHA funds for this event (or project). Feel free to include copies of receipts for purchases made with NSSLHA funds or copies of publications made with NSSLHA funds.
- For Regional Project Grant recipients: Results from your project evaluation. Please provide a summary of all evaluation forms received. **Please do not send the evaluation forms with this report.**