Perkins Capacity Building Grant Reports

Please check the report you are submitting:

[ ]   Mid-Year Report (covers July 1 – December 31) – Due on or Before February 15

[ ]  Final Report (covers entire grant period) – Due on or Before November 1

Date of current report:

Amount of Award: $

Directions: Complete the report and upload to the Apply Portal.



**Mid-Year Report (covers July 1 – December 31) – Due on or Before February 15**

|  |  |
| --- | --- |
| **Person completing report, name, email, phone:** |  |

[ ]   **All Activities are progressing as planned.**

[ ]   **Not all Activities are progressing as planned.**

**For all Goal/activities not progressing as planned, please list challenges and corrective action.**

|  |  |
| --- | --- |
| Goal # /Activity |  |
| Challenges |  |
| Corrective Action |  |
| Goal # /Activity |  |
| Challenges |  |
| Corrective Action |  |
| Goal # /Activity |  |
| Challenges |  |
| Corrective Action |  |
| Goal # /Activity |  |
| Challenges |  |
| Corrective Action |  |

Please upload completed Mid-Year report to the Apply Portal

**Final Report (covers entire grant period) – Due on or Before November 1**

|  |  |
| --- | --- |
| **Person completing report, name, email, phone:** |  |

|  |
| --- |
| Evaluation |
| **In this section, tell us what happened:** |
| **What went well?*** **How do you know it was successful?**
* **What supportive data do you have?**
* **What are the promising or best practices that emerged?**
 | **What challenges did you face?*** **What activities challenged you and why?**
* **How did you resolve them?**
* **What will you do differently next time?**
* **What supportive data do you have?**
 |
| **Activity** |  |
| What Happened |  |
| What’s Next |  |
| **Activity** |  |
| What Happened |  |
| What’s Next |  |
| **Activity** |  |
| What Happened |  |
| What’s Next |  |
| **Activity** |  |
| What Happened |  |
| What’s Next |  |

Please upload completed Final report to the Apply Portal