Appalachian Regional Commission
Guidelines for Compiling Final Reports

The grant agreement for your Appalachian Regional Commission project requires you to submit a final narrative and financial report when you complete your project. You may find the attached outline useful in compiling your report, though you have flexibility in how to best present information for your project.

In completing your report, keep in mind that this is your final chance to share salient features of your project from beginning to end. The final document should be written as if no one has had any previous knowledge of the activities evidenced in your project. It should be a reflection of the entire contract period, not just the final quarter.

The final report also offers an opportunity to gather information about the results – outputs and outcomes – your project has achieved. The report should provide ARC with information that will help us make policy decisions about future programs throughout the Appalachian region. The final report is a way for you to tell your unique story about the program for which ARC provided financial assistance.

Mailing Instructions: When you have completed the final report, please send five copies along with a final payment request to your project coordinator at ARC. No final payments will be processed until an adequate final report has been approved. Also, submit one copy of the final report to your state's ARC Program Manager.

(Project Title)
"Skills Upgrade for Limestone County"

(Grantee Name/Address/Phone)
ABC Community College
PO Box 1
University Park, Alabama 12345

ARC Project Number AL-12345-99

(grant period)
September 1, 1998 – August 31, 1999

(Date this report was submitted)
September 25, 1999

(Project director's name and telephone number)
Mr. John Doe
Continuing Education Services
ABC Community College
(256)-123-4567

<u>Final Report Narrative (Sample)</u>

Name of Project   _____   ARC Project Number: _____

Grantee Name: _____   Grant Period: _____

Project Director: _____   ARC Grant Amount: _____

<u>Background</u>:
Provide a short statement regarding the need for this project. What problems did you hope to solve when you applied for ARC funding?

<u>Activities</u>:
Describe in detail what actually happened during this grant cycle, and explain how you implemented the project activities. If there were significant changes to your program during the course of the project, or if the project was implemented differently than described in your original proposal, please describe those changes here. If you retained a consultant, list credentials and define exactly what they were paid to do for the project.

<u>Project Outcomes:</u>
Provide any statistical information that helps document the outcomes of your project. Data will vary according to the type of project you completed, and it may be difficult to document outcomes at this time. However, it is very important to gather this kind of information so both your organization and ARC can document our successes.

In ARC's terms, outputs measure the specific number of actions taken or the number of people directly affected by your activities. Outcomes measure the longer-term results of your activities. For example, a literacy training project organized three training classes. 50 people attended regularly, and 25 people are now able to read as a result of the training classes.
>   <u>Outputs</u>:   3 classes organized, 50 people attended
>   <u>Outcomes</u>:   25 people can now read.

In addition to output and outcome measures, write an explanation of how your project has impacted the problems you were trying to solve. Were there unexpected benefits?

Final Report Narrative
(Sample -- continued)

Problems Encountered:
What would you do differently if you were starting this project again? Describe any major problems that may have occurred during the implementation of your project. Knowing the types of difficulties you encountered and how you resolved them will be helpful to other grantees that may be interested in replicating your program.

Program Continuation and Sustainability:
This section should describe whether and how you intend to continue program activities after the end of the ARC grant period. Will the program continue with other funding, and if so, what other sources of funds have been identified? If the program is to be discontinued, has it served its purpose, or is there still a need to solve the problems you were addressing? What additional steps are being taken to obtain other resources needed to continue the project?

Conclusions and Recommendations:
This section summarizes your project and the lessons learned during its implementation. Include a review of your successes and suggest ways that your experience may be helpful to others.

Attachments:
Attach any material that helps to describe your project and documents your success, such as photographs, news clippings, maps, videotapes, or website addresses. Also, please attach copies of any written evaluations that may have been completed for your project.