***Please submit the Final Program Report no later than 30 days after the completion of the parent leadership training. The Final Program Budget Worksheet indicating actual expenditures must accompany this report.***

|  |
| --- |
| Award Number: 1718- |
| Total Grant Award Amount: $  |
| Total Grant Award Amount for Curriculum Model: $  |
| Total Expended on this Training: $ *(Parent Trust Fund /Parent Leadership Training Grant dollars only)* |
| Total Variance to Grant Award Amount for Curriculum Model: $  |
| Program Contact Person :  | Fiduciary Agent Contact Person: |
| Program Organization/Agency:  | Fiduciary Organization/Agency: |
| Program Address:  | Fiduciary Address:  |
| Program Telephone Number: Program Fax Number:  | Fiduciary Telephone Number:Fiduciary Fax Number: |
| Program E-mail:  | Fiduciary E-mail: |
| Curriculum Model:  |
| Start Date:  |
| End Date: |
| Town(s) Served by Training:  |

Part I. For the 2017-2018 grant period, please provide a narrative that addresses each of the topics below:

1. **The organization’s success in delivering parent leadership training as described in your proposal, specifically, with regard to planned project activities, timetables, and enrollment/graduation of participants;**
2. **The major accomplishments during the grant period;**
3. **Any challenges encountered during the grant period;**
4. **Changes in the organization’s financial circumstances or sustainability of program funding;**
5. **List of collaborative partners that shared ownership and decision making, and the contributions of each to this project;**
6. **Best practices and key learnings that can be shared with others planning similar parent leadership training programs;**
7. **If applicable, describe how the parent leadership training is integrated with the following programs, as appropriate: Discovery Communities, School Governance Councils, Family engagement committees and/or other advocacy trainings.**
8. **How did this training build upon existing parent leadership efforts within the community;**
9. **Successful recruitment/recruitment strategies that were used;**
10. **What 2017-2018 graduates are doing now that demonstrates increased technical skills and civic involvement (i.e. participation on Boards/PTO’s, change in voter activity, volunteer hours spent in community activities, etc.);**
11. **Other important developments or comments that you want to include.**

Part II. Results Statement and Performance Indicators

1. All programs must report on three Performance Indicators that reflect the principles of the selected training curriculum model. You must report on the first three of the below seven measures.

*All of the following are required:*

1. **Number and race/ethnicity of parents enrolled**.
2. **Number and percent of parents meeting program completion requirements.**
3. **Type and number of civic skills acquired.**

*One additional measure that was included in your proposal is required:*

1. **Type and number of civic projects completed and number of hours spent on each project.**
2. **Type and number of follow-up activities the organization plans to sustain family engagement after completion of the program.**
3. **Type and quantity of the long-term civic impact of parent leadership training in the community.**
4. **Applicant designed indicator.**

Part III. Final Program Budget Worksheet

1. The Final Program Budget Worksheet must be submitted with the completed Final Program Report.

|  |  |
| --- | --- |
| Program Signature (Authorized Official): | Fiduciary Signature (Authorized Official): |
| Printed Name/Title of Authorized Official: | Fiduciary Printed Name/Title of Authorized Official |
| Date: | Date: |

**Only original handwritten signatures will be accepted. The Final Program Report and Final Program Budget Worksheet should be signed and emailed to:** **vitale@ctserc.org****, or if you elect to submit via email, please send to:**

Nicole M. Vitale

SERC/CT PIRC

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