



National Principals Association Student Service Grant Reporting Tool

Project Objectives and Impact

1. **Project Title:** Provide a short title that summarizes your project, community being served, and/or its objectives (e.g., Winding River Green Student Initiative: Local Park Renovation; Building Community Relationships through Art).

2. **Project Objectives:** Please list your approved project objectives below. You may reference your grant application and the final reporting form to accurately record these. (75-word maximum per objective).

1.

2.

3.

3. Were you able to complete your project and objectives according to your original grant proposal? ☐ Yes ☐ No

4. Please describe any modifications made to your original grant proposal or objectives. (75-word maximum).

5. Regarding your original grant proposal, please list your original and final estimates/results.

Metric	Initial Estimate	Final Estimate/Result
Impact	How many people do you estimate will directly benefit from your project?	
Youth Activation	How many other students do you estimate will be involved in the planning and/or execution of this project?	
Community Engagement	How many community members, volunteers, or partners other than students will be involved in the planning and/or execution of this project?	

6. **Impact:** How did you track or assess your impact number above? How did these people benefit from the project? Describe any differences between your initial and final estimates. (75-word maximum).

7. **Youth Activation:** How did you track or assess your youth activation number above? How were other students involved and what did you do to get them interested? Describe any differences between your initial and final estimates. (75-word maximum).

8. **Community Engagement:** How did you track or assess your community engagement number above? How were community members involved and what did you do to get them interested? Describe any differences between your initial and final estimates. (75-word maximum).

Project Timeline and Budget

9. Were you able to complete the project within your proposed timeline? If no, what were the reasons for any delays or changes?

10. Are there any plans to continue this project in the future? If yes, describe how this project may be continued.

11. **Budget:** Please provide a detailed account of how you have used your grant funds. Include the name of the expense, a brief description, and its dollar value.

Expense Name	Description	Dollar Amount (\$)
		\$
		\$
		\$
		\$

Personal Reflection

12. What were the most significant challenges you encountered during the project? How did you overcome these challenges or adapt the project to address them (250 word maximum)?

13. What were the most important lessons you learned through leading this project (250 word maximum)?

14. How has this experience shaped your view on community service and leadership?