**Final Grant Report**

[A final grant report is due to CDE Schools of Choice within 90 days of the end of the final budget period (following Year 2 Implementation). This document serves as a template for that report. Anything in brackets contains instructions and should be deleted before submitting the report. Submit this report to [SOC@cde.state.co.us](mailto:SOC@cde.state.co.us).]

|  |  |
| --- | --- |
| School Name |  |
| School Grant Contact  (Name, Phone and Email) |  |
| Authorizer Name |  |
| Authorizer Grant Contact  (Name, Phone and Email) |  |
| Date of Final Grant Report |  |

**Executive Summary**

[Insert here an executive summary of the information covered in this report (not to exceed one page)]

**Progress Report on Grant Project Goals**

[Include here a final update on each grant goal, including a summary of the progress made on the identified goals, objectives and related metrics (not to exceed three pages).]

**Report on Academic Achievement and Growth**

[Include a final update on academic achievement and growth of the school. Attach a copy of the school’s most recent School Performance Framework and Unified Improvement Plan.]

**Final Expenditure Narrative**

[Include here a financial narrative report on how the grant was expended for each grant year and totals for the grant period. This should take a similar structure to the budget narrative section of your grant application and should include a summary table of actual expenditures by project goal. Below is a sample table with an example of how you might group and represent expenditure. This section is not to exceed five pages.]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Brief Description** | **Planning Year** | **Year 1 Implementation** | **Year 2 Implementation** | **Total** |
| ***Project 1: Fully Equipped School*** | | | |  |
| Classroom Furniture |  |  |  |  |
| Office and Administrative Furniture |  |  |  |  |
| Technology |  |  |  |  |
| Classroom Supplies |  |  |  |  |
| Office and Administrative Supplies |  |  |  |  |
| ***Project 2: Academic Excellence*** | | | |  |
| Reading and Writing Curriculum |  |  |  |  |
| Math Curriculum |  |  |  |  |
| School or Classroom Library |  |  |  |  |
| Science Curriculum |  |  |  |  |
| Math and Science Instructional Supplies |  |  |  |  |
| Social Studies Curriculum |  |  |  |  |
| Instructional Supplies |  |  |  |  |
| ***Project 3: Professional Development*** | | | |  |
| Teacher Trainings |  |  |  |  |
| Administrator Trainings and Mentoring |  |  |  |  |
| Business Support Trainings |  |  |  |  |
| Board Professional Development and Trainings |  |  |  |  |
| Conference Attendance |  |  |  |  |
| Teacher Professional Development Resources |  |  |  |  |

**Expenditure and Inventory Details**

This section contains detailed reports on grant expenditures and an inventory of assets purchased through the grant.

Expenditure Detail

[Include or attach here an expenditure report that details 100% of awarded grant funds. Your final Annual Financial Report, which consists of filling out tabs 6-8 of your CCSP grant budget document, should be submitted as part of this section of your Final Grant Report. **NOTE:** Federal guidelines require you to fill in the serial number or inventory tag number of every individual item of equipment (anything listed on the equipment tab of your Annual Financial Report).]

Inventory Report

[Include or attach here an asset inventory of all equipment and non-consumable goods purchased with CCSP grant funds. The Education Department General Administrative Regulations (EDGAR §80.32, §74.34) require this inventory to include the following:

* Description of the equipment
* Manufacturer’s serial number, model number, or other inventory identification number
* Source of the equipment (which would be the CCSP grant)
* Acquisition date or date received
* Cost
* If the item was paid for through several funds, the percentage of funds paid through the CCSP grant
* Location and condition of each item
* Disposition information (if you have disposed of anything bought with the grant), to include date of disposal, sale/fair market value price]