

**PLEASE NOTE: This is a sample only. It is intended to show the type of information that National PTA expects grant recipients to submit. It is possible that small changes might be made to the form, so please do not use this form to submit an official Grant Report to the National PTA office.**



**Healthy Lifestyles Award  
GRANT REPORT**

**School Name:**

**School City and State:**

**Contact Information:**

**Name:**

**Title:**

**Phone:**

**Email:**

**Project Information**

Project Name:

Project Date or Timeframe (e.g. October 10, 2009, Spring Semester, Year Round):

**Project Description**

*The purpose of this section is to describe your project and its unique features. This information will be used to share best practices and success stories with other PTAs.*

- Please provide a summary of the project (250-500 words):
- Describe any new or innovative approaches that were used (e.g. promoting the project through electronic newsletters, partnering with community-based organizations, outreach to new and/or diverse communities, etc.):
- Describe any partnerships created and what those partners contributed:
- Describe how the project was publicized and any press coverage received. Attach copies of any print coverage you received or sample publicity materials that you used.

**Budget**

- Describe how the grant dollars were used to support the project, compared to your proposed budget. Did you expend the funds consistent with what you proposed?:
- Were all of the grant funds expended: Yes/No

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- Were additional funds (e.g. sponsor) or in-kind support (e.g. donation of supplies) leveraged as the project was implemented? If so, please briefly describe.

### **Output (Results)**

*Please share the:*

- Number of children (ages 0-18) served through the project:
- Number of hours contributed by PTA leaders/members to plan and execute the project:
- Number of people that participated in the project (e.g. 500 parents and children attended the event from the community):
  - Were the attendees representative of your school's population? Did you attract new segments of your schools parent population in planning or executing your project (ethnicity, English Language Learners, fathers, working parents, etc.)? Please describe.
- Number of people that joined the PTA as a result of the project?

### **Outcomes (Impact)**

*Please describe the **changes in knowledge, behavior, and/or attitudes** in students, parents or families as a result of the funded project.*

- Briefly, what were the goals of the project?
- Describe any challenges faced in planning or implementing the project. Describe any key learnings gained from managing these challenges?
- How did you measure the effectiveness of your activities (e.g. evaluation to find out if parents learned something new from your project, pre- and post-test survey, etc.)? What did you find?
  - If your measure is participation, describe how participation changed from a previous event or how new populations were involved.

### **Strengthening Family Engagement:**

- As a result of the project, please check each that describe how the project is aligned with PTA's National Standards for Family School Partnerships (check all that apply):
  - [ ] **Standard 1** - Were families active participants in the life of the school, and feel welcome in the school or community? Please describe:
  - [ ] **Standard 2** - Were families made aware of important issues and events and communicate regularly with their child's teachers? Please describe:
  - [ ] **Standard 3** - Did families and school staff collaborate to support student learning and healthy development at home and at school? Please describe:
  - [ ] **Standard 4** - Were families empowered to be advocates for their own child and other children? Please describe:
  - [ ] **Standard 5** - Were families and school staff equal partners in decision-making that affected children and families? Please describe:

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- [ ] **Standard 6** -Did families and school staff work with community organizations, businesses, and non-profit organizations? Please describe:

Please submit photos from the event along with the report to Whitney Meagher at [wmeagher@pta.org](mailto:wmeagher@pta.org) or by mail at 1400 L Street, NW, Suite 300, Washington, DC 20005.

SAMPLE