

Zionsville Education Foundation
Post Grant Award Report

Dear ZCS Educator:

Congratulations on obtaining a grant from the Zionsville Education Foundation! We hope it was a rewarding project for you and your students. We also hope that you will continue to apply for ZEF grants in the future. Our mission is to promote academic excellence in the Zionsville School System, and we encourage teachers, like you, to help our students strive for the best.

As you know, a final report is due to ZEF four weeks after the project is completed. Please fill out the following and return to Lynn Kissel, Zionsville Education Foundation Executive Director. Many thanks!

1. Brief summary of the project.
2. What project evaluation tool did you use, and what were the results?
3. Final accounting of funds spent.
4. Did you
 - a. Announce your grant in your newsletter to parents (if you have one)?
 - b. Announce your grant in your school's daily announcements?
 - c. Send a letter to the student's parents notifying them of the grant? (See Sample Parent Letter on ZEF website.)
5. Was there any other public recognition of the ZEF Grant? (i.e. article in the Zionsville Times Sentinel, Zionsville Star, PTO Newsletter)
6. Do you have any photographs taken of or during the project that can be used by ZEF for Public Relations purposes? If so, please submit them with this report or email them to lkissel@zcs.k12.in.us.
7. Any other comments or suggestions for ZEF?