



2018 Wong Music Grantee Report Form

School Name: _____ Today's Date: _____

City & Zip Code: _____ Grant Amt: _____

Teacher's Name: _____ Phone No: _____

Teacher's Email: _____

Project Name: _____

REPORTING REQUIREMENTS.

As a condition of award, recipients are required to submit a Wong Music Grantee Report. Receipt or non-receipt of your grantee report is closely monitored and recorded. Mini-Grant recipients who do not submit their report will be considered ineligible to apply for funding for the next grant cycle. The report template is available to download from the "Wong" Fund page on the SCF website at www.solanocf.org, or may be requested by email. SCF reserves the right to use reported information in promoting the Wong Music Mini-Grant Program.

REPORT COMPONENTS.

To meet your required grantee reporting requirement, you must provide the required report items listed below. Your input will help the Solano Community Foundation (SCF) better understand the use of funds to support your program.

1. Written responses to all five funding-related music program questions.
2. At least one (digital) photo of students actively engaged in learning or performing music, or photographed with instruments, equipment, etc. that were purchased grant monies.
3. Include a Media Release Form for photographed participants. Photos may be used on our SCF website, the Wong Fund page, and marketing materials.
4. Copies of invoices, purchase orders, and receipts as proof of monies spent.

REPORT DUE DATE.

Your Grantee Report is due when monies have been spent, but no later than one year from the date of the grant award letter, whichever is sooner. Reports may be submitted by regular mail, in person, or by email. When submitting your report, photos, or other program information by email, please describe the content of your attachments and provide your contact information.

Should you have questions or concerns about the report, or about information that should be included in your report, please contact the Foundation at 707-399-3846, or send an email to grants@solanocf.org.

MUSIC PROGRAM QUESTIONS.

Provide your typed responses in the space provided directly below each question. Except for your signature below, handwritten reports are unacceptable. Please limit your information to the size of each space provided.

Teacher's Name & School: _____

1. What were (or still are) the principal goals of your music program for this school year? Were you (the school) successful in meeting these goals? If not, why not?

2. How do you currently evaluate student participation? What indicators do you track to measure performance and improvement? What changes have you had to make to your evaluation system due to lack of funding or lack of instruments and equipment?

3. What difficulties or challenges did your program encounter internally (e.g. staffing, materials, schedule changes, etc.)? What external challenges have you encountered (e.g. political climate, economic climate, participation or support from boosters or parents, etc.)?

4. What new discovery have you made about your music program (or participants) during this school year? How will this information help to improve the quality of student learning or student participation? What changes have you made or will you make based on your discovery?

5. What success stories can you tell us about you, your music program, or participants? What were some of the unexpected yet positive results achieved by your students?

Teacher Recipient Signature

Date

If you are submitting this form electronically, please sign it digitally.
If you are not able to provide a digital signature, please complete this form, print it out and then sign manually.