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**CHARACTER DAY BAHAMAS SMALL GRANTS REPORT TEMPLATE**

Character Day Bahamas supports character education initiatives that help to develop the character strengths of people in our community. **Please submit your report to** [**characterdaybahamas242@gmail.com**](mailto:characterdaybahamas242@gmail.com) **by February 28th, 2023.**

**SECTION 1: GRANT INFORMATION**

|  |  |
| --- | --- |
| **Date** |  |
| **Name of Organization** |  |
| **Project Title** |  |
| **Contact Person** |  |
| **Location** |  |
| **Start-up Date** |  |
| **Completion Date** |  |

**SECTION 2: GRANT ACTIVITIES**

Complete Table 1 to describe the impact of your activities that were conducted with Character Day Bahamas small grant funding.

* Project Goal: Outline the overarching goal or issue that was addressed by your project
* Give the title or brief description for each activity
* Identify the character strength(s) addressed by each activity
* Activity Status: Indicate if the activity is incomplete, ongoing, or complete
* Results: Identify the numbers of participants and describe the immediate benefits received by project participants and/or recipients (target audiences)

**Table 1: Project Outcomes**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Project Goal:** | | | | | |
| **Activity** | **Activity Title or Description** | **Character Strength(s) Addressed** | **Target Audience(s) (Participants)** | **Activity Status** | **Results** |
| **Activity 1** |  |  |  |  |  |
| **Activity 2** |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

\*Please add or delete rows as needed.

**SECTION 3: CHALLENGES AND LESSONS LEARNED**

Projects rarely go exactly as planned. Use this section to discuss any changes that were made to your project, if the changes were made **after** your small grant application was approved.

Please justify the changes by indicating, why the changes were made, and how the changes improved/affected your project.

**Table 2: Challenges**

|  |  |
| --- | --- |
| **Change** | **Justification (why were the change made)** |
|  |  |
|  |  |

\*Please add or delete rows as needed.

**Comment on lessons learned**: What went right? What went wrong? What would you like to improve for future projects?

*Lessons Learned:*

*\*Please adjust the size of the text box as needed*

**SECTION 4: ATTACHMENTS/INSERTS**

Please provide material that highlights the great work that you’ve done. Some examples include:

* Hyperlinks to social media posts, videos, press coverage etc
* Photographs
* Materials or documents created under the project