

OSE School Grant Annual Program & Financial Report SAMPLE

This document is intended to provide a sense of the type of financial/program reporting and may be subject to change.

Note: Grant reports will be completed annually by April 1 (sent to primary contacts on March 1) via an online form

1. District [\[pre-populated\]](#)
2. School [\[pre-populated\]](#)
3. Primary grant contacts [\[pre-populated\]](#)
 - a. Name
 - b. Title
 - c. Email
 - d. [Click here if someone else is completing this form \[form will then then ask for name, title, email and if school needs to update the primary grant contact on file\]](#)
4. Reporting year [\[automatically generate based on look up\]](#): Year 1, Year 2, Year 3

Programming Implementation Report

5. # of students participating

	<u># of students</u>	<u>% of grade level</u>
Grade 6		
Grade 7		
Grade 8		

6. Units offered [\[drag & drop to table by grade level – similar to the grant application question\]](#)

6th
7th
8th

7. Teachers trained [\[table -- first, last, grade level, unit name\]](#)

<u>Teacher name</u>	<u>Grade level</u>	<u>Unit(s)</u>

Financial reporting

Total grant award: [\[pre-populated\]](#)

Grant funds distributed to date: [\[pre-populated\]](#)

	<u>Grant funds spent for SY</u> <u>21-22*</u>	<u>Description</u>
Training	\$X	text
Kits	\$X	text
Other (please describe)	\$X	text
Total spent	\$ [automatically sum]	

Note: figures in table above should only include GRANTS funds spend and **not include any LOCAL contribution*

Forward looking – plans for next year

8. Estimated students participating NEXT school year

	<u># participating students in SY21-22</u>	<u># of students expected for SY22-23</u>	<u>Estimated % of grade level in SY22-23</u>
Grade 6	Pipe in from previous q		
Grade 7	Pipe in from previous q		
Grade 8	Pipe in from previous q		

9. Do you plan to introduce new units next year? [Yes/No]

a. [if Yes] Please list the new units by grade

10. Do you plan to train teachers in new units next year? [Yes/No]

a. [if Yes] Describe your plan (e.g, who, when, units)

11. Do you have any feedback or questions to share with One8/DESE/Mass STEM Hub team? [Free response]

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