

Organization Name:	
Project Title:	
Prepared By (name and title):	
Date Prepared:	

# **Instructions**

- 1. Please complete all sections of the report. Blank copies of the report form can be found at <a href="https://www.michigan.gov/stroke">www.michigan.gov/stroke</a>.
- 2. Limit report to no more than three 8 ½ x 11 pages, using single space and 12 point font.
- Submit your completed report form electronically to Sherry Kinnucan:
   <u>KinnucanS@michigan.gov</u> and Celeste Bavin: <u>cbavin@mphi.org</u> no later than July 14<sup>th</sup>, 2017.

#### **Narrative**

1. Overview

Please provide a brief overview of the purpose of your project and the objectives your organization hoped to achieve (as stated in your application).

- 2. Project Results
  - a. Please describe the general results of the project, including where the project results achieved the objectives identified in your application as expected, and where they did not, and the reasons for both.
  - b. Describe collaborations, if any, related to the project and how those impacted the end result.
  - c. What were the quantitative results of the project, e.g., how many activities, hours, people served, etc.?

d. What were the qualitative results of this project, e.g., what is, will be different because of the activities supported by this award?

# 3. Challenges and Barriers

Were there any significant challenges encountered? What barriers, if any, did your organization encounter? What were some of the strategies used to address those barriers and challenges?

### 4. Lessons Learned

What lessons did your organization learn during the course of this project that will help your organization and other organizations that may be involved in similar work?

## 5. Success Story

Please share a short anecdotal story illustrating the impact of your work.

# 6. Sustainability and Planning for the Future

If your organization is planning to sustain the project activities after the award period ends, please describe how this will be done both programmatically and financially.

### 7. Additional Comments

Please add anything else you would like to include in this report.

### **Budget Details**

Please provide a description of the final project expenditures. Limit to one page. Items to be described include:

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1.Salary and Wages	
2.Travel	
3.Supplies and Materials	
4.Contractual (Subcontracts/Subrecipients)	
5.Other Expenses (please itemize expenses)	
Total Expenses	