this summary REPORT FORM must be completed as per the

najc Endowment fund program acceptance agreement.

this form must be completed and submitted to the najc national office

within two months of the project’s conclusion.

year of the endowment fund received:

recipient organization:

name of contact person:

mailing address:

project/program title:

date project was completed:

SUMMARY REPORT QUESTIONS

please submit answers as attachment to this form keeping the same lettering

*kindly indicate if a question is not applicable to your project*

PROJECT DETAILS

1. Give a brief summary description of the project / event(s).
2. How did this project benefit the community?
3. Provide a detailed budget, distinguishing between consumables, professional fees, rentals, and asset acquisition. Was the project’s projected budget realistic? Please attach all receipts.
4. What were the required timeline from planning to execution?
5. What were the most challenging aspects of the planning process?
6. List any capacity building tools or resources used to complete this project. Were there any resources you needed but were unable to secure? If yes, how did this affect the project?
7. How did you promote the project? Outline any media coverage if applicable.

PROJECT IMPACT

1. What specific community need did the project address?
2. Did the project result in the identification of an unknown current, ongoing or future community need?
3. How do you predict the project will affect the community in the short and long term?
4. Did you experience any immediate benefits as a result of the project?
5. Were you successful in attracting your target participants and the desired number of participants?
6. Did your project attract an unexpected demographic of participant?
7. What feedback did you receive from participants?

VOLUNTEERS

1. How many volunteers did you require to run your project?
2. What skill-set was required in your volunteers?
3. How did you recruit your volunteers?
4. How did you structure your volunteers?

IN RETROSPECT

1. What advice would you give to another member organization that would like to run the same project?
2. Did you encounter any unforeseen challenges?
3. Were there any unanticipated positive outcomes from the project?
4. Is there anything you would do differently?
5. Would you say the project was successful in attaining its objective?

NAJC’s ROLE

1. Did the availability of funds from the NAJC make this project possible, or would it have occurred anyways?
2. Does your organization see this type of initiative from the NAJC as a community builder?

ADDITIONAL COMMENTS:

**BRIEF DESCRIPTION OF THE PROJECT AND PICTURES ATTACHED:**

**BREAKDOWN OF BUDGET THAT LINES UP WITH ACTUAL EXPENSES:**

**RECEIPTS:**