

AGREEMENT FOR COMMUNITY TECHNOLOGY GRANT

This Agreement is between the Mt. Hood Cable Regulatory Commission (Commission), through the Office for Community Technology (OCT), and Flying Focus Video Collective (Grantee) (together referred to as the "Parties").

RECITALS:

This Agreement is entered into for the purpose of providing the Commission's 2017 grant funds for the Grantee's 2017 Productions Grant Project.

AGREEMENT:

1. Grant Amount, Use of Grant

Grantee is awarded a total amount of \$2,111 for specific capital costs related to the Grant project. Grantee shall use the Grant funds exclusively for the purposes outlined in its Grant Application (the "Grant"). The Grant Application is attached to this Agreement as Attachment 1. Grantee shall not use the Grant funds for any purposes other than those set forth in Attachment 1.

2. Project Manager

The Commission's Project Manager shall be Rebecca Gibbons or such other person as shall be designated in writing by the OCT Director.

3. Payments

Upon submission of an invoice from Grantee, and upon certification by the Project Manager that the invoice is in accordance with this Agreement, the Commission shall pay to the Grantee \$2,111 as specified in the invoice within thirty (30) days after receipt of the invoice.

Grantee shall submit the invoice online through the Commission's online grants management system using the claims module. The invoice, uploaded as an attachment to the grants management system claims module, shall be on Grantee's letterhead, signed and dated by an authorized representative of Grantee and addressed to "MHCRC c/o City of Portland." The invoice shall include an invoice number, the title of the Grant project and the total grant amount authorized by the Grant. If the Project Manager finds that the invoice is not in accordance with this Agreement, the Project Manager shall notify the Grantee of the reason(s) for the disallowance and non-payment.

All expenditures made from Grant funds for Grant project capital costs must be made at least sixty (60) days prior to the expiration of this Agreement.

Grantee shall repay to the Commission, thirty (30) days prior to the expiration date of this Agreement, any Grant funds that have not been expended for Grant purposes.

4. Financial Records

Grantee shall account for the Grant funds separately in its books of accounts. Grantee shall

charge only Grant-related expenditures against Grant funds.

Grantee agrees to keep accurate and complete financial records that will enable the Commission to easily determine the use of Grant funds and the allocation method of Matching Funds committed by Grantee and Project Partners in the Grant for the project.

5. Reports

Grantee shall submit Interim Status Reports and a Final Status Report (collectively referred to as 'Report(s)') to the Project Manager using the Commission's online grants management system. The Reports shall include both programmatic and financial information as established by the Commission. An example of the range of report information collected is attached to this Agreement as Attachment 2. For a Report to be acceptable to the Project Manager, the Grantee shall document and clearly describe the progress of the grant scope in accordance with the reporting schedule defined below.

An Interim Status Report for the period July, 1 2017 through September 30, 2017 is due within thirty (30) days of the end of the reporting period.

Grantee shall submit a Final Status Report no later than January 31, 2018.

Interim and Final Status Reports shall include an accurate and complete financial report of Grant fund and Matching fund expenditures. The Report shall include copies of receipts or other evidence of payment for actual grant funded capital costs incurred by Grantee related to the Grant.

The Project Manager, at her/his sole discretion, may require additional programmatic information or financial documentation of Grant project expenditures. Grantee shall make its books, general organizational and administrative information, documents, papers and records that are related to this Agreement or Grantee's performance of services related to this Agreement available for inspection by the Project Manager or other Commission representatives during reasonable business hours following five (5) business days advance written notification from the Project Manager.

Grantee shall immediately provide notice in writing by electronic mail to the Project Manager when Grantee anticipates or realizes any deviation in the Grant project which may result in Grantee's inability to complete the Grant project as originally submitted and approved by the Commission.

6. Project and Fiscal Monitoring

The Commission and the Project Manager shall monitor the Grantee's performance on an as needed basis to assure compliance with this Agreement. Such monitoring may include, but are not limited to, on site visits at reasonable times, telephone interviews and review of required reports. Monitoring will cover both programmatic and fiscal aspects of the Grant. The frequency and level of monitoring will be determined by the Project Manager. Grantee shall remain fully responsible at all times for performing the requirements of this Agreement.

7. Audit

Because grant funds are derived from the cable franchises, the cable companies may conduct a financial review or audit of Grantee for the purpose of verifying whether use of capital grant funds is in accordance with the requirements of cable franchises related to use of capital grant funds. If the Commission receives notice from a cable company in accordance with the terms of the cable franchises of such audit or review, the Commission's Project Manager shall notify Grantee within 5 business days of receiving the notice, and shall identify to Grantee the relevant financial records of Grantee that the cable company seeks to review. The scope of such audit or review of Grantee shall be consistent with the terms of the applicable cable franchise. Grantee agrees to make such relevant financial records available to cable company's authorized representative for inspection and copying. Such records shall be reviewed during normal business hours at a time and place made available by Grantee. The Commission's Project Manager shall promptly provide Grantee with written notice of the audit or review's conclusions.

8. Publicity

Any publicity regarding the project shall indicate that the project was made possible by a Grant from the Commission through funds provided by the cable companies. Grantee shall notify the Project Manager before releasing information about the Grant to the press or other news media. The Commission may include information regarding the Grant in periodic public reports.

9. No Other Obligations/Complete Agreement

Grantee acknowledges that, except for the Grant, the Commission has no obligation to provide, and the Commission has not led Grantee to believe in any way (whether expressly or by implication) that the Commission will provide any additional or future assistance, financial or otherwise, either to Grantee or for the Grant project.

This Agreement contains the complete agreement of the parties. This Agreement may not be assigned, nor may any of the Commission's rights be waived, except in writing signed by a duly authorized representative of the Commission. The Commission may specifically enforce, or enjoin a breach of, the provisions of this Agreement, and such rights may be freely assigned or transferred to any other governmental entity by the Commission.

10. Representations

Grantee represents that it has full power and authority, and has obtained all necessary approvals, to accept the Grant, to carry out the terms of the Grant and this Agreement, and to conduct the Grant project in compliance with all applicable laws.

11. Indemnification

Subject to the limitations and conditions of the Oregon Constitution, Article XI, Sections 7 and 9, and the Oregon Tort Claims Act (ORS 30.260 through 30.300), the parties agree to indemnify and hold one another harmless from any loss, damage, injury, claim, or demand arising from their respective activities in connection with this Grant. Neither party shall be liable for any loss, damage, claim, or demand arising from the negligence of the other party or its agents or employees.

12. Compliance with Laws

The Commission and Grantee agree to comply with all applicable local, state and federal laws and regulations that apply to the subject matter of this Agreement.

13. Amendment

The Project Manager is authorized to amend the terms and conditions of this Agreement, provided such changes do not increase the Grant amount or the Commission's financial risks or change the purpose of the Grant. If approved such amendments shall only be effective if in writing, and signed by duly authorized representatives of both Parties. Any change in the amount of the Grant funds or the financial risks under this Agreement must be approved by vote of the Commission.

14. Term of the Agreement

This Agreement becomes effective on July 1, 2017, unless Grantee fails to sign and return the Agreement to the Commission within thirty (30) days of Commission action to approve the Agreement, in which event this Agreement shall be null and void. The term of this Agreement is through, and including, February 28, 2018.

15. Early Termination of Agreement

This Agreement may be terminated prior to the expiration of its term by:

- (a) Written notice provided to Grantee from the Commission before any obligations are incurred; or
- (b) Mutual written agreement of the Parties.

Termination of this Grant shall be without prejudice to any obligations or liabilities of either party already accrued prior to such termination. However, upon receiving a notice of termination, Grantee shall immediately cease all activities under this Grant, unless expressly directed otherwise in writing from the Commission in the notice of termination. Further, upon termination, the Commission and/or Grantee shall deliver to the other party all works-in progress and other property that are or would be deliverables had the Grant been completed. Grantee shall be entitled to receive reasonable compensation as provided for under this Agreement for any satisfactory work completed up until the time of notice of termination.

16. Material Failure to Perform

The Project Manager may terminate this Agreement after determining that Grantee has failed to comply with any material term or condition of this Agreement. The Project Manager shall give Grantee written notice of the intent to terminate this Agreement, identifying the reasons for such action.

If Grantee fails to remove or otherwise cure the material failure within thirty (30) days of the written notice of termination, or if Grantee does not undertake and continue efforts satisfactory to the Project Manager to remedy the failure, then the Commission may, at its sole discretion, require Grantee to refund to the Commission any amounts improperly expended, any unexpended amounts

or the full amount of Grant funds paid by the Commission to Grantee for the Grant project in compliance with the terms and conditions of this Agreement.

17. Suspension of Work

The Project Manager may at any time give notice in writing to Grantee to suspend work and expenditure of funds provided under this Agreement. The notice of suspension shall specify the date of suspension and the estimated duration of the suspension. Grantee shall immediately suspend work and expenditure of funds to the extent specified. During the period of the suspension Grantee shall properly care for and protect all projects in progress including materials, supplies, and equipment that are on hand for performance of the Grant. The Project Manager may, at any time, withdraw the suspension of work as to all or part of the suspension in written, by electronic mail, notice to Grantee specifying the effective date and scope of withdrawal. Grantee shall then resume diligent performance of the work. In no event shall Grantee be entitled to any incidental or consequential damages because of suspension.

The causes for suspension of work include, but are not be limited to, Project Manager's concerns about Grantee's ability to complete the Grant in accordance with this Agreement or any other non-compliance with the Agreement.

18. Non-Discrimination

In carrying out activities under this Agreement, Grantee shall not discriminate against any employee or applicant for employment on the basis of race, color, religion, age, sex, marital or economic status, familial status, national origin, sexual orientation, disability or source of income. Grantee shall take actions to insure that applicants for employment are employed, and that employees are treated during employment, without regard to their race, color, religion, age, sex, marital or economic status, familial status, national origin, sexual orientation, or disability. Such action shall include but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Grantee shall state that all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, marital or economic status, familial status, national origin, sexual orientation, disability or source of income. In regard to carrying out activities under this Agreement, Grantee shall further not arbitrarily refuse to provide services to any person and shall not discriminate in offering services on the basis of race, color, religion, age, sex, marital or economic status, national origin, sexual orientation, disability or source of income.

19. Severability

If any provision of this Agreement is found to be illegal or unenforceable, this Agreement nevertheless shall remain in full force and effect and the provision shall be considered stricken.

20. Choice of Law and Choice of Forum

This Agreement shall be construed according to the laws of the State of Oregon, without regard to its provisions regarding conflict of laws. Any litigation between the Commission and Grantee arising under this Agreement or out of work performed under this Agreement shall occur, if in the state courts, in the Multnomah County court having jurisdiction thereof, and if in the federal courts, in the United States District Court for the State of Oregon.

21. Survival

As of the date of termination of this Agreement, any pre-existing unresolved claim or dispute by either Party, including but not limited to, money owed, performance due, or any other obligations of the Parties, that is the result of the other Party's performance or non-performance, will, by their terms, survive termination of this Agreement and will be resolved in accordance with the terms and conditions of this Agreement. All indemnity and unperformed obligations will survive termination of this Agreement. The obligation under Section 5 to submit a Final Report shall also survive termination of this Agreement.

22. Assignment

This Agreement or any interest therein may not be assigned or subcontracted without the prior written consent of the Project Manager. In the event of transfer without prior written consent, the Commission may refuse to carry out this Agreement with either the transferor or the transferee and yet retain and reserve all rights of action for any breach of contract committed by Grantee.

Notwithstanding Grantee's use of any subcontractor for performance of this Agreement, Grantee shall remain obligated for full performance hereunder, and the Commission shall incur no obligation other than its obligations to Grantee under this Agreement. Grantee agrees that if subcontractors are employed in the performance of this Agreement, the Grantee and its subcontractors are subject to the requirements and sanctions of ORS Chapter 656, Workers' Compensation.

23. Electronic Means

The parties agree the Commission and Grantee may conduct this transaction, including any contract amendments, by electronic means, including the use of electronic signatures.

24. Notice

Any notice provided for under this Agreement shall be sufficient if in writing and (1) delivered personally to the following addressee, (2) deposited in the United States mail, postage prepaid, certified mail, return receipt requested, (3) sent by overnight or commercial air courier (such as Federal Express), or (4) email addressed as follows, or to such other address as the receiving party hereafter shall specify in writing:

If to the Commission:

Attn: Rebecca Gibbons, Project Manager:
Mt. Hood Cable Regulatory Commission
c/o City of Portland/ OCT
PO Box 745
Portland, OR 97207-0745
Email: rgibbons@mhcrc.org

If to Grantee:

Attn: Barb Greene
Flying Focus Video Collective
3439 NE Sandy Blvd., PMB 248

Portland, OR 97232
Email: ffvc@flyingfocus.org

Any such notice, communication or delivery shall be deemed effective and delivered upon the earliest to occur of actual delivery, three (3) business days after depositing in the United States mail as aforesaid, one (1) business day after shipment by commercial air courier as aforesaid or the same day an email transmission is sent (or the first business day thereafter if sent on a Saturday, Sunday or legal holiday).

AGREEMENT FOR COMMUNITY TECHNOLOGY GRANT: 2017 Production Grant

FLYING FOCUS VIDEO COLLECTIVE SIGNATURE:

BY: _____ Date: _____

Name: _____

Title: _____

MT. HOOD CABLE REGULATORY COMMISSION SIGNATURES:

By: _____ Date: _____
Mt. Hood Cable Regulatory Commission Chair

Approved as to Form:

By: _____ Date: _____
Mt. Hood Cable Regulatory Commission Attorney



Application

00578 - 2017 Community Technology Grants

00710 - 2017 Production Grant

Community Technology Grants

Status:	Submitted
Original Submitted Date:	04/17/2017 2:57 PM
Last Submitted Date:	05/10/2017 10:01 PM

Primary Contact

Name:	Barb	Greene
	Salutation	Last Name
Email:	ffvc@flyingfocus.org	
Phone:*	503-239-7456	
	Phone	Ext.
Title:	Board Member	

Organization Information

Organization Name:	Flying Focus Video Collective		
Organization Type:	Non-Profit Entity		
Tax ID			
Organization Address:	3439 NE Sandy Blvd, PMB 248		
City*	Portland	Oregon	97232
	City	State/Province	Postal Code/Zip
Phone:	503-239-7456		

Executive Summary

Executive Summary

The Executive Summary is your opportunity to introduce your project.

Flying Focus, and this project, focus on service delivery, by helping to enhance our volunteers' abilities in producing programs for playback on Open Signal/Portland Community Media. In our 25 years as a group, we have worked with about 150 volunteers, many of whom received initial training at OS/PCM but were only able to actually produce programs using our help. We've moved from linear to computer-based editing, thanks to MHCRC's Computer Technology grant, now we need to upgrade and expand our computer equipment and archiving ability. Since 1991, our all-volunteer organization has worked with and featured many underserved communities, for example people of color, the LGBTQ community, houseless persons, peaceworkers, and survivors of domestic violence, police abuse, hate crimes, and genocide. We have also produced programs on many facets of community organizing and community interaction for social change, educating the public about issues such as media literacy, green living for the environment, and nutritional awareness for human and planetary health.

Our programming showcases local groups and illustrates various issues of concern, how the group is working on the problem, and how viewers can get involved to help make substantive change. Examples include the Portland chapters of 350.org, Amnesty International, Women's International League for Peace and Freedom, Asian Pacific American Network of Oregon, Physicians for Social Responsibility and the ACLU, as well as local organizations such as Race Talks, NW Teachers for Social Justice, Street Roots, NAYA, the Albina Ministerial Alliance Coalition for Justice and Police Reform, Basic Rights Oregon, the American Iranian Friendship Council, NW Veg, Center for Intercultural Organizing (now Unite Oregon), Jobs with Justice, and many more. Often the organizations whose phone number is given will receive calls from viewers even when FFVC does not.

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Project Narrative

Total Grant Funds:	\$2,111.00
Total Match Funds:	\$2,150.00
Total Funds:	\$4,261.00
Cable System Technology Use	Community Access Channels
Proposed Technology	Video production equipment
Public Benefit Area	Improving Service Delivery

Project Purpose

In defining the project purpose, applicants must:

The 2017 Production Grant is a follow up to our 2013 Digital Editing Project and 2015 Archiving Project which enabled Flying Focus to transition to digital editing. We are requesting MHCRC funds to help us acquire the following:

20 DVCAM 124 minute tapes to back up new programs: \$619.00 (30.95 each)

1 Blu-Ray Disc burner for HD backup as FFVC transitions to HD : \$70

200 Gold long-term storage DVDs for backup of current/new shows: \$321.64

(\$80.41 per pack of 50)

1-12 TB array to backup new and existing shows regularly/properly: \$600

2-Battery Backups to ensure more equipment safety/operation in blackouts: \$300

1 Internal hard drive for creating new programs: \$100

1 portable hard drive for backup at OS/PCM: \$100

In addition to producing new programming using this equipment, we are requesting DVCAM tapes to archive our programs as they are produced, to ensure they are available to rebroadcast on OS/PCM channels even if our hard drives fail. We learned from our Digital Archiving project (2008-2011) that it's important to have multiple media in case one format (in that case, 3/4" tape) dies out.

We researched what the Library of Congress requests for visual media, and they ask first for videotapes and then for DVDs, with no mention of hard drives or flash media.

<http://www.loc.gov/preservation/resources/rfs/movimg.html>

Other research shows CDs and DVDs may last longer than hard drives if properly stored. This article suggests hard drives only last 3-7 years and tapes last 7-10 years.

<http://blog.digistor.com/pros-and-cons-of-data-storage-devices/>

Opinions vary, but many seem to think tapes last longer than all these digital media.

<https://www.newscientist.com/article/mg21628875.500-cassette-tapes-are-the-future-of-big-data-storage/#.U2aeVvldUoY>

<http://www.cio.com/article/2388696/data-management/tape-storage-finds-new-life-in-the-enterprise-and-beyond.html>

Our projected grant total includes the time to continue training our board members and volunteers and to produce at least 12 new half hour programs in the coming year using the acquired technology. The tapes, DVD's and array should allow us to produce and archive shows for 3 full years, or 2.5 years past the end of the grant period. The archiving will allow us to duplicate older programs which are now solely on tape onto digital media for easy transport to and from OS/PCM and other delivery sites requiring digital files. For budgetary and security reasons, we do not rely on "the cloud" for long-term storage.

(This field has a character limit of 30000)

Evaluation Plan

How will you evaluate progress toward and achievement of the projects anticipated outcomes?

The evaluation plan should include evaluation questions, strategies or methodologies to collect data in order to answer the questions and steps to document findings and lessons learned.

Because of the nature of our project, it is difficult to measure particular outcomes. By acquiring this equipment, we can improve our ability to deliver programming to OS/PCM. Since Comcast and Century Link do not make viewership numbers for Access channels known, it is difficult to say how many people are viewing our programs or to measure if that audience will increase once the new equipment is in place. However, we can report back how many programs we have been able to create on the computer once the expected programs have been edited and delivered to OS/PCM. In addition to the new programs, we will be able to archive roughly 12-24 older programs each year using the new equipment. While it may mean a little extra time up front for our volunteers to back up in the various formats, it will mean less time spent in the future reconstructing shows lost due to media failure.

(This field has a character limit of 8000)

Project Partners

A "Project Partner" is defined as an organization that supplies cash or in kind resources and/or plays an active role in the planning and implementation of the project. You should present who your Project Partners are, their respective roles in the project, and specific contribution each partner will make to the project in the form of financial support, equipment, personnel, or other resources.

n/a

(This field has a character limit of 4000)

PROJECT FEASIBILITY SECTION includes: Technical Design, Implementation Plan, Organizational Capacity and Project Budget (see Final Application Budget form)

Technical Design

The Technical Design should specify in detail the proposed technology and equipment to be employed; the rationale in selecting the particular technology; how the technical design supports the projects use of the community access channels and/or the I-Net; and the plans for maintaining and upgrading the system or equipment in the future.

We have used similar equipment for editing and archiving. We will be able to use the technology out of the box and train our volunteers. The array will help us to do improved backups in a more thorough and timely manner. We currently have one battery backup. Because our existing battery backup only provides a limited number of outlets to keep our equipment running during blackouts, we need two additional units so we can continue producing programs.

(This field has a character limit of 10000)

Proposed Project Start and End Date:

Projects may include timelines of up to 36 months.

Proposed Start Date (month/year)	7/1/17
Proposed End Date (month/year)	12/31/17

Implementation Plan

The Implementation Plan should include major tasks and milestones in addition to detailed tasks needed to successfully implement the project.

One of the members of the Board of Directors of Flying Focus Video will purchase the new equipment and will train the rest of the Board to use the new equipment.

12 new programs will be produced by December 31, 2017 for playback by Open Signal/Portland Community Media. The programs will be archived on the tapes, the hard drive array and archival DVDs obtained through the grant. As noted above, we will also be able to archive at least 12 older programs in that same time frame.

(This field has a character limit of 21000)

Organization Capacity

The applicant should demonstrate the Organization's capacity to successfully integrate the project into the organization.

The active producers of Flying Focus have more than 75 years combined experience in video production and have all been learning to use the new digital technology over the past 10+ years.

(This field has a character limit of 5500)

Measurable Project Outcomes

What project outcomes do you hope to achieve for the identified community or targeted beneficiaries through the use of the proposed technology?

The outcomes include these three goals: One, continue to build our organizational capacity to produce digital programming compatible with Open Signal/Portland Community Media's changing standards, involving more community members and making our shows more easily deliverable on a long-term basis. Two, increase public awareness of important issues and encourage involvement and activism. Three, highlight local and national organizations engaged in work that our volunteers and cable TV viewers can support or become involved with, as well as those who are served by those organizations.

This project will help us continue to produce new programs benefitting all the groups listed above and archive them for future use. In addition, it will mean less time for volunteers in the future re-constructing programs from outdated media if we continue to make multiple back-ups on multiple formats rather than solely relying on tapes, hard drives or DVDs. This is particularly why we are seeking the array set-up, because even if one hard drive in the array fails it writes multiple copies to preserve data. The archival quality DVDs will provide even more assurance of preserving the shows.

Budget Narrative

Budget Narrative

Purchase 20 DVCAM 124 minute tapes @ \$30.95 each to back up new programs:	\$619.00
Purchase 1 Blu-Ray Disc burner for HD backup as FFVC transitions to HD:	70.00
Purchase 200 Gold long-term storage DVDs for backup of current/new shows (\$80.41 per pack of 50):	321.64
Purchase 1 12-TB array to backup new and existing shows regularly/properly:	600.00
Purchase 2 Battery Backups to ensure equipment safety/operation in blackouts:	300.00
Purchase 1 Internal hard drive for creating new shows:	100.00
Purchase 1 portable hard drive for backup at OS/PCM	100.00
Total:	\$2,110.64

Statement of Matching Resources

A project will not be considered eligible for funding unless the applicant documents the capacity to supply matching resources of at least 50 percent (50%) of the total project cost.

The Statement of Matching Resources is essential to understanding which project costs identified in the Budget Narrative and the line Item Budget will be supported by the applicant organization and which project cost will be supported by Project Partners.

Personnel 1: Board member - Evaluate, arrange payment for, acquire and install equipment (\$200)

Personnel 2: Volunteer Editor - Familiarize 4 volunteers on use of new equipment (\$200)

Personnel 3: Volunteers - Create/produce at least 12 new programs for OS/PCM and archive 12-24 older programs (\$1750)

Line Item Budget

Cost Category	Grant Funds	Match Amount	Project Total
Personnel	\$0.00	\$2,150.00	\$2,150.00
Education and Training	\$0.00	\$0.00	\$0.00
Travel	\$0.00	\$0.00	\$0.00
Contractual	\$0.00	\$0.00	\$0.00
Equipment	\$2,111.00	\$0.00	\$2,111.00
Infrastructure/Facilities	\$0.00	\$0.00	\$0.00
Construction	\$0.00	\$0.00	\$0.00
Miscellaneous	\$0.00	\$0.00	\$0.00
Overhead	\$0.00	\$0.00	\$0.00
Totals	\$2,111.00	\$2,150.00	\$4,261.00

Final Application Signature

Signature of Duly Authorized Representative

Barb Greene

Date

04/17/2017

Title

Board Member

Phone

503-239-7456

E-mail

ffvc@flyingfocus.org

Supplemental Material Attachments

Partner Commitment Letter(s)

Grant Agreement -- Attachment 2

EXAMPLE OF INTERIM REPORT INFORMATION

OUTCOMES ACTIVITIES AND PROGRESS

Describe project activities that focus on the intended outcomes and/or progress made toward the outcomes. Provide both quantitative and qualitative details as they relate to an activity.

LEARNINGS AND EVALUATION

Summarize the key evaluation steps completed or underway. What are the primary lessons learned thus far about the project? Have you had any course corrections or adjustments to your project based on learnings thus far? How might these learnings impact project implementation in the next Reporting Period?

IMPLEMENTATION SUCCESSES AND CHALLENGES

By using the project's original implementation plan/timeline (included in Attachment 2 to the Grant Agreement, The Implementation Plan), provide a mark-up of the plan indicating the status of your project in relation to the original plan/timeline by adding a "status" column to your activities list.

Describe any anticipated and unanticipated successes and challenges.

EXPENDITURE DETAIL

Provide a line item accounting, in context of the original grant budget, of the expenditures incurred during the Reporting Period; including both Grant fund and Matching fund expenditures.

Provide a clear narrative of the expenditures incurred for each line item identified above.

Provide a clear explanation of any expenditure that substantially differs from the original Grant budget.

WORK SAMPLES

Periodically, the MHCRC will use photos and videos (with permission) on our website to highlight the work of the organizations we support. Please send us photos or videos that illustrate the impact of the grant project in the community. (By sharing photos or videos, you acknowledge that any and all material you are providing has been obtained with appropriate signed media releases and may be shared with the MHCRC's stakeholders and broader audiences.)

EXAMPLE OF FINAL REPORT INFORMATION

RESULTS

Describe the significant project activities that took place throughout the life of your project and how these activities contributed to the realization of the original project purpose and outcomes. (As applicable, please quantify your results as they related to your original project outcomes, i.e. numbers of people served, the demographics of those served, the number and type of content created, the number/type of classes/programs offered, etc.)

Outline your evaluation process, including evaluation tools and methods. Detail the results of your evaluation.

Do you have a testimonial story to tell that captures the essence of the project's impact? (Where anonymity is required, please use pseudonyms.)

REFLECTIONS

What did you learn about the problem or issue you were trying to address?

What did you learn about the population served?

What factors contributed to your success?

What, if any, were the significant challenges encountered? How did you address both anticipated and unanticipated challenges in the course of the project?

EXPENDITURE DETAIL

Provide a line item accounting, in context of the original grant budget, of the expenditures incurred during the Project term; including both Grant fund and Matching fund expenditures.

Provide a clear narrative of the expenditures incurred for each line item identified in Step 1.

Provide a clear explanation of any expenditure that substantially differs from the original Grant budget.

SUSTAINABILITY

Will the project/program continue beyond the term of this Grant? If so, what are your next steps and plans for continuing or changing the project/program?

WORK SAMPLES

Periodically, the MHCRC will use photos and videos (with permission) on our website to highlight the work of the organizations we support. Please send us photos or videos that illustrate the impact of the grant project in the community. (By sharing photos or videos, you acknowledge that any and all material you are providing has been obtained with appropriate signed media releases and may be shared with the MHCRC's stakeholders and broader audiences.)