Organization: _______________________________  Contact: _______________________________
Project: ___________________________________  Phone: ________________________________
Completion Date: ___________________________

Please briefly summarize the goals of your project and explain how you were able to attain those goals:
(Include any unexpected benefits or successes) _____________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
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________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

Please relate project results and the tools used to measure your success: (What method was used to evaluate the project?)
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

Please outline any unexpected obstacles and how you were able to address them: ___________________
________________________________________________________________________________________
________________________________________________________________________________________

Please summarize the project’s future plans, if any: (Include any changes this past year’s experience may have influenced.)
________________________________________________________________________________________
________________________________________________________________________________________

Please compare the actual cost of the project to the estimated budget: (Please attach copies of invoices or bills)
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

If your project ran under budget, have you returned excess funds to the KCCEF? _____________________
Please describe any publicity the project has received, including recognition of the KCCEF: (Please attach copies of articles and photos of project)______________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

Signature of Project Director ___________________________ Date __________  Signature of KCCEF Representative ___________________________ Date __________

KCCEF Form E, rev. 08/23/2015