



**Lenoir County Education Foundation  
MINI GRANT Completion Report  
COVER SHEET**

**Lenoir County Education Mini Grant Program**

You have accomplished great things with your Lenoir County Education Foundation Mini Grant, and we would like for you to please complete the attached report. Pictures of purchases and/or activities may also be included. Let us know if you have digital copies that we can use on our website and in our newsletter.

Title of Project: \_\_\_\_\_

Submitted by: \_\_\_\_\_  
Name

Title: \_\_\_\_\_  
(Teacher, Media Coordinator, Guidance Counselor or Principal)

School: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

E-mail address: \_\_\_\_\_

I/we ensure that the information contained in this attached grant completion report is accurate to the best of my/our knowledge, that this project was implemented at this school and that the materials used were not available in this school.

Number of teachers which utilized the grant: \_\_\_\_\_

Applicant's Signature (s): \_\_\_\_\_

(please add additional signature lines if needed)

Principal's Signature: \_\_\_\_\_

The mini grant program was initiated to encourage creativity in effective teaching and to increase the cooperation between our business community and the public school system through community funding of special programs.

**Mail to:**  
Lenoir County Education Foundation  
Mini Grant Program  
P.O. Box 157  
Kinston, NC 28502

**DEADLINE TO SUBMIT COMPLETION REPORT: Friday, April 4, 2022**

**Lenoir County Education Foundation  
MINI GRANT COMPLETION REPORT**

Project Title: \_\_\_\_\_

Target Population's Subject: \_\_\_\_\_ Grade Level: \_\_\_\_\_

Number of Students Involved: \_\_\_\_\_

Amount Received: \$\_\_\_\_\_ Amount Used: \$\_\_\_\_\_ Amount Returned: \$\_\_\_\_\_

**IMPORTANT INSTRUCTIONS:** Receipts for all items purchased with grant funding **must be attached** to this form. Only items described in your original grant and approved by the Review Committee can be purchased. **Any unused funds over \$5 must be returned to the Education Foundation with this report.**

**PROJECT DESCRIPTION:**

**GOALS AND OBJECTIVES:** (What did you accomplish? How did this project help you or your school accomplish the goals in your curriculum or School Improvement Plan?)

**SCHEDULE OF ACTIVITIES:** (Provide the dates and timeline for your completed project.)

**EVALUATION:** (Give specifics of how you determined whether your objectives were achieved and whether or not your project was successful. Begin sentences with "Students ...")

**DETAILED BUDGET REPORT:** (List each item separately with exact cost. List materials, supplies, etc used for this project. Did you purchase equipment and supplies from a Kinston-Lenoir County Chamber of Commerce member? Please list the name(s) of the Chamber members you used.)

**ADDITIONAL FUNDS:** (Please explain if you used additional funds to help you accomplish your goals and objectives. List the sources of these funds.)

**ADDITIONAL COMMENTS:**

If you have any questions or need assistance completing this form, please feel free to call the Lenoir County Education Foundation Executive Director Craig Hill at 527-1131 or email him at [chill@kinstonchamber.com](mailto:chill@kinstonchamber.com).

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**NOTICE: Failure to complete and submit Grant Completion Report by April 4 will prohibit funding of future projects and your principal will be notified.**