**Year-End Expenditure Report Form: 2024-2025 SupportSTEM Program**

Due August 1, 2025 by mail.

 **Section I: Contact Information**

Date:

Amount Granted:

Organization Name:

Project Name:

Report Preparer (Name, title, phone, email and mailing address):

**Section II: Necessary Supplemental Materials**

1. Please attach the following documents to this end of year expenditure report where applicable:
	1. Pre/Post-Test information data.
	2. Collected data from surveys and evaluations.
	3. If conducting or partnering with another organization to provide professional development, provide number of attendees and type (such as grade level and number of students or number of teachers and subject taught) and list of schools who received professional development.
	4. Number of students impacted from the project (directly and indirectly) with list of schools.
	5. Pictures with captions.
	6. Teacher/student/other testimonials.
	7. Example of any developed lesson plans, student projects, or activities.
	8. Any tangible curriculum materials provided by your organization to teachers or students.
2. What data was collected and what were the outcomes of the project?

**Section III: End of Year Questionnaire**

1. What are your major successes of the program?

1. What were your challenges in implementation?

1. How did the grant money enhance your curriculum or program?

1. Will this program be implemented next year? What will be changed or modified?

1. What are your annual costs to continue this program? Does the program currently have funding for next year?

**Section IV: Budget Report**

*If any funds remain at the end of the grant cycle (August 1, 2025) please return them by mailing a check to The Joe W. and Dorothy Dorsett Foundation at 320 Metairie Hammond Highway, Suite 500, Metairie, LA 70005. If there are any major changes or if money is not used, you may request a change in spending from Tina Bouzon. Prior to implementation of the change, download and complete a 2023-2024 SupportSTEM Changes Form from our website and email to* *tinabouzon@thebrownfoundation.org**.*

1. Attach a list of your budgetary expenses to this report. Your expenditure report should mirror your proposed budget and show the actual cost of each line item. Receipts are necessary only in the following areas:
	1. Attach an invoice showing paid in full for any curriculum programs/projects.
	2. Receipts for any major equipment purchases.

**Section V: Comments**

1. Please share comments or other information with us. Thank you.