**2016 – 2017 YOUTH PARTICIPATION INITIATIVE**

**FORMAT FOR FINAL REPORTS**

Following is the format for 2016 – 2017 Youth Participation Initiative final reports. Failure to submit reports by May 30th, 2017 could affect eligibility for future program funding.

**TOP OF COVER PAGE:**

* Award number (as listed on first page of Agreement)
* Name of recipient's organization
* Name and contact information for contact person
* Project title (as indicated on project proposal - Appendix A of the Agreement)

**Summary of accomplishments:**

* Report a detailed summary of program accomplishments. Be sure to include number of youth that participated in the project.

**Assessment of overall project objectives:**

* Identify the program's primary measurable objective(s).
* Identify how those objectives were measured to define success.

**Assessment of project success:**

* Identify if you think the project was a success, and explain why or why not.
* Do you recommend repeating the project?
* How, if any, would you change the project, how it was implemented, planned, etc.?
* Can the program be expanded?
* Are you going to apply for future funding from the MDWFP?

**Expenses:**

* Provide a list of program related expenses and an overview of the budget. Please indicate how any matching funds were utilized to accomplish your goals. You must also provide copies of all receipts received for purchases made using Youth Participation Initiative funds.

**Report submission:**

Preferred method of report submission is via email to the Program Administrator at karrif@mdwfp.state.ms.us. If submitted electronically, there is no need to send a hard copy.

In the event that final reports are submitted via mail, please submit reports to:

Karri Fulton

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1505 Eastover Drive

Jackson, Mississippi 39211

karrif@mdwfp.state.ms.us

601- 432-432-2172 (office)