

January 2009

In an effort to better assist you with the utilization of your Concord Trust grant, the Board has implemented a new follow up procedure. Our goals are two-fold: to get a status report from recipients and help remove any unanticipated obstacles that you might be facing; and to get feedback for use on our website and to share with the community, donors, etc. In addition to your responses, photos (preferably digital pictures) are needed to give people a visual idea of the work you are doing.

Please answer the following questions candidly and return this form via email to **bavnh@comcast.net**. Feel free to include additional pages or information. Photos may be included with your response or sent to info@concordtrust.org.

Name of Project:

- 1) What is the status of the project? Have materials been ordered, installed, etc.? Please describe delays or problems, if any, so we can avoid them in the future.

- 2) Did actual costs differ from anticipated costs?

- 3) How has your project been received by students? Administrators and teachers?

- 4) Please share with us any other information related to your experience with your Concord Trust grant.

- 5) Please provide some convenient dates and times when a member of the Concord Trust might meet with you to briefly discuss your grant and observe the work you are doing in the classroom.

Thank you in advance for your time. We appreciate your assistance in making the Concord Trust grant process as effective as possible.