



2024–2025 Final Report Collaborative Learning Team Grants

Use this form as a guide throughout the grant process as your group meets and plans. **Deadline: June 9, 2025**

PROJECT TITLE			
NAME OF LOCAL			
SCHOOL(S)			
TEAM LIAISON NAME			
TELEPHONE			
EMAIL			

Final Report Checklist

Check off each item to ensure that all requirements are met before submitting:

Complete all questions on the Final Report
Complete the Breakdown of Expenditures and retain copies of all receipts
Distribute, collect and attach all Post-Project Member Impact Forms - each form must be printed to PDF before sending

Please list names of all participants

NAME	MTS Member Number	Member Impact Form





DETAILED BREAKDOWN OF EXPENDITURES

BUDGET		ACTUAL EXPENDITURES	NOTES
Release Time			
Collaboration Session #1:			
# of Members	Sub Cost per Member		
Collaboration Session #2:			
# of Members	Sub Cost per Member		
Collaboration Session #3:			
# of Members	Sub Cost per Member		
Additional meeting date, if applicable:			
# of Members	Sub Cost per Member		
Additional meeting date, if applicable:			
# of Members	Sub Cost per Member		
Mileage CALCULATE MILEAGE BASED ON CURRENT MEMBER	REIMBURSEMENT RATES I	.E. \$0.68/KM	
Meals/Snacks			
Professional Resources LIST BELOW – NOT TO EXCEED 20% OF TOTAL GRAN	г		
TOTAL			





REPORT SUMMARY

Focus of the project: Describe how your project changed or affected your practice. What evidence do you have to support this?

Schedule and activities: List key dates and outcomes of meetings.





Sharing of work: Describe the means by which results of the project have been shared.

Facilitation process: How did the facilitated process enhance the work of your team?

What else would have been beneficial in the facilitation process?

Sustainability: How will the work of the group continue into the next year?