

# HAVCP Service Day Mini-Grant Final Progress Report – Draft

## Section I: Cover Page

### Grant Information

1. Entity
2. Federal Grant or Other Identifying Number Assigned by Federal Agency
3. Grant Type
4. Report Type (Final)
5. Reporting Period (Start Date, End Date)

## Section II: Progress Narrative

Instructions: The final progress report is your opportunity to share the significant successes of your project and present information about the results your project achieved. The report should cover the entire period of performance. Submit completed reports by email with the subject line “Service Day Mini-Grant Reports – [ORGANIZATION NAME]” to HAVCP@eac.gov.

Additional guidance can be found on our website: <https://www.eac.gov/payments-and-grants/financial-progress-reporting>

EAC grants reports will be made publicly available. Therefore, your report narrative should:

- \* Be written in clear, concise, and plain language
- \* Not include sensitive confidential information

1. Program Activities

In one to two paragraphs, describe how you served college student participants and explain how you implemented the approved Service Day activities.

Please touch on the following topics where applicable:

- Assess whether the goals set out in your application narrative were met as intended during the grant program. Highlight any needs that were not met or ongoing/under resourced areas for future consideration.
- Describe how this grant program impacted college student participation in elections in your area. Highlight your accomplishments and successes.
- Describe any lessons learned during the grant that may be replicated, expanded and/or help others.

*(Note: Your activities should align with your expenditures in Section IV and you may use those categories as headings in your response as applicable.)*

2. Historically Underrepresented Communities

In three to five sentences, describe how your program activities served historically

underrepresented groups or locally underserved communities, including areas of persistent poverty and rural areas. If historically underrepresented groups or locally underserved communities were not served by your program, explain what changes could have been made to better engage these communities.

3. College Students Served

Provide the total number of unique college students served:

Examples of methods college student participants could have been engaged through Service Day programming include:

- Interacting with staff or volunteers at Service Day promotion tables
- Attending a training, presentation, or roundtable on Service Day topics
- Engaging with digital (i.e., social media, website), print (i.e., college newspaper), and/or audio (i.e., radio show, podcast) platforms

4. Matching Requirement

Describe how you met the 10% matching requirement.

5. Issues and Changes

Check if no major issues or significant changes occurred during the performance period. Briefly describe any major issues encountered in implementing the program as designed. Please discuss the implications those issues and any changes you made to overcome them. You may also include any suggestions for improving the administration of the Service Day Mini-Grant Program in future funding cycles here.

**Section III: Expenditures**

6. Fill out the table below with both the Federal and Program Match expenditures for the cumulative period of performance. If you do not have expenses for a particular category, please populate the field with \$0.00. Total expenses will be automatically calculated. Please verify totals prior to submission.

Expenditures should be consistent with the activities described in your narrative and with the amounts in your financial report.

<b>Category</b>	<b>Federal</b>	<b>Program Match</b>
Personnel		
Fringe		
Equipment		
Training		
Contractual/Consultants		
Supplies		
Other		
Indirect Costs		
<b>TOTAL</b>		

#### Section IV: Service Day Activity Images

7. Please upload five to 10 images of your organization performing Service Day activities. These images will be posted to the U.S. Election Assistance Commission website as a part of this report, so please ensure no personally identifying and/or sensitive information is visible.  
 Check here to indicate consent for the U.S. Election Assistance Commission to use the uploaded images for promotional purposes.

#### Section V: Certification

8. Name and Contact of the authorized certifying official.

First and Last Name

Title

Phone Number

Email Address

Signature