

SECTION II

THE FLORIDA BAR VOLUNTARY BAR ASSOCIATION DIVERSITY LEADERSHIP GRANT

SUMMARY PROJECT REPORT FORM

Complete and submit within 30 days of completion of grant activity. If you wish to submit information in addition to that requested below, email additional reporting detail to diversitygrants2020@floridabar.org.

Narrative Evaluation

1. Summarize the grant activities carried out, including what was accomplished for each of the project goals set forth in the grant application.

Please Note: Florida has very broad public records laws. Many written communications to or from The Florida Bar regarding Bar business may be considered public records, which must be made available to anyone upon request. Your e-mail communications may therefore be subject to public disclosure.

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2. Describe the impact the project had on the underlying need or problem.

3. What are the lasting benefits of the project?


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4. What, if any, obstacles did you encounter?

5. What would you do differently and why?

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6. Describe any private or public entity collaboration efforts, including, but not limited to, efforts to publicize program results/findings and replicate the project.

A large, empty rectangular box with a thin black border, intended for the respondent to provide details on collaboration efforts as requested in the question above.

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7. If applicable, describe your plans for continuing the work of this project.

8. Please provide any additional comments, suggestions, or information you wish to share.

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9. Approximate number of individuals served by this grant.

Completed by

Name:

Title:

Signature:

Date:

Organizations:

Project Name:

Project Start and End Dates:

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Financial

1. Complete and submit Actual Project Expenditures Worksheet (page 8). This form must be signed by a financial official within the organization who is responsible for confirming its accuracy prior to signature.

Media

1. Attach one copy of any report(s) or publication(s) produced in whole or in part with this grant. Please note that such report(s) or publication(s) should give written credit to The Florida Bar as required in the Grant Terms and Conditions.
2. Submit a DVD containing all event recordings, slide presentations, pictures, handouts, workbooks, and an article for The Florida Bar News as separate file(s) to:

The Florida Bar
c/o Arnell Bryant-Willis, Diversity Initiatives Manager
651 East Jefferson Street Tallahassee, FL 32399-2300

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ACTUAL PROJECT EXPENDITURES

Project Name: _____

Project Date: _____

Expense Category	The Florida Bar Grant Funds	Non-Florida Bar Grant Funds*	Total Expenditures
Speaker			
Supplies			
Printing/Copies			
Recording			
Refreshments			
Total Expenditures			

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NON-GRANT FUNDS SOURCE DETAIL

Source Name	Source Contact Information	Amount Provided

Certified by

Name:

Title:

Signature:

Date:

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PROJECT SUMMARY DATA REPORT

Please provide the following data related to the Grant Program.

All information on this form is required.

1. Total amount of funds expended on project

The Florida Bar funds	
Voluntary Bar Association funds	
Support from other sources (identify each with amount)	
Inkind, specify	

2. Number of Voluntary Bar Association members in attendance _____
3. Number of law school students in attendance _____
4. Number of Judges in attendance _____
5. Number of The Florida Bar Board of Governors in attendance _____
6. Number of speakers

Male	
Female	
African American	
Caucasian	
Asian American	
Native American	
Hispanic	
LGBTQ	

7. Number of community members in attendance _____
8. Total number of attendees _____
9. How many organizations did you collaborate with for this project? _____
10. Did participants receive CLE credits? _____
- How many? _____
- In what area? _____