

Pipeline Year-End Evaluation and Reporting Forms

Form 1: Narrative Template and Instructions for Yearly Report

Instructions for Report

Below is an outline for organizing the narrative sections of your year-end report. Please provide detailed responses to the sections below while limiting your report to eight typed pages or less. Also, please begin each response with the section heading. It is not necessary to repeat the text of the questions.

This report should cover the period from the beginning of the grant extension (July 2013) to the date of your report submission. Receipt of future STEM Pipeline Fund grant money will be dependent, in part, on compliance with this reporting requirement.

Network Activities Narrative

I. Network Required Activities

Please describe your accomplishments with, or progress toward, the required elements (bulleted) that were included in your amended contract for network funding. Please include details such as mission, focus, participants, dates, place, outcome, etc.

- Keeping a directory of network members available for reference and up-to-date.
- Promoting and marketing network through printed/electronic materials, activities, notices and events with special attention given to website development including posting of program/network activities and contact information.
- Conducting quarterly advisory/steering committee meetings. Also explain how you use these committees/boards.
- Expanding network membership with particular attention towards recruitment of K-12 and business partners.
- Listing existing regional STEM programs and activities on the website along with program contact information.
- Disseminating information on grant/funding opportunities and/or securing new funds.
- Developing or updating a needs assessment and/or a strategic plan.
- Advancing the qualitative and quantitative goals of the new State STEM Plan – version 2.0.

II. Network Highlights, Challenges and Insights

Please describe any highlights, challenges or unanticipated results (positive or negative) above and beyond what you described in the previous section on ‘required activities’. The highlights should include your Network’s most important accomplishments so far this year while challenges should include what lessons have been learned and what you would do differently in the future. If your Network has developed or engaged in projects or activities that go beyond the provisions of your Pipeline grant, please describe them (and label them accordingly). If you were a recipient or partner of a Network *Incentive Grant*, then please provide details around current project implementation.

Also, please tell us the areas where you think your Network has the most expertise and those areas where you feel your Network faces the most challenges/difficulties.

III. Plans for Network Sustainability

Please describe any strategies you have executed for sustaining the work and/or funding of your Network. Did you receive, or do you anticipate receiving, other funding or support? What, if any, plans do you have for seeking other support (grants, cash or in-kind) for your Network?

What would your network accomplish if it received 100,000? How about 250,000? How would you want to be evaluated?

IV. Please also submit the following attachments*, if applicable:

- a list of your advisory and/or executive council members.
- description of meetings/events including meeting minutes if available
- your network membership list
- number of districts/schools/educational groups your network activities impact
- any strategic sustainability document

* The above appendices do not count towards the eight-page limit.