



## Ball Brothers Foundation Excellence in Teaching Award Final Report Guide

This guide will help you compile all of the information that you need prior to logging in to the GoApply system. It will also help you understand the specific information to include in your responses through the comments provided in *red*.

**Final Report Narrative** Each response is limited to 2000 characters (including spaces and punctuation)

### **Questions Requiring Response to Complete Final Report:**

- How was the grant funding used to benefit the students in the teacher's class, school, or corporation?
  - *We are interested in learning what differences have resulted from the work supported by BBF.*
- How did the teacher benefit from the professional development opportunity?
  - *We are interested in how the teacher was impacted by the experience and how they plan to use what they learned to benefit their students.*

**Required Attachments** Must be in PDF, TIF, BMP or JPG format\*

*\*If unable to upload attachments, please submit report without them and e-mail attachments to [info@ballfdn.org](mailto:info@ballfdn.org)*

- Final Accounting of BBF funds
- Any additional information pertinent to this grant

After reading your report, Ball Brothers Foundation will be in touch with your organization if there is additional information or clarification needed. If you have any photos that you are willing to share, BBF would encourage you to submit these for possible use on our Facebook page, annual report, or other publications (please ensure permissions are in place if photos include any students).