



Proposal and Final Reporting Formatting Instructions
Final Reporting Requirements including
Final Budget and Project Photo Requirements
SUMMER 2021

SUBMISSION INSTRUCTIONS

FOR STUDENT PROJECT LEADERS

Proposals and Final Reports should be submitted to your Campus Contact for review by the date determined by your school. Follow the Formatting Instructions outlined in this document. Proposals and Final Reports not in compliance with our guidelines may be returned for re-formatting.

All Proposals and Final Reports with submitted photos are to be published on our website and not subject to further revisions nor be deleted for any reason. Final Report title must match Proposal title submitted.

Please note: communication between students writing proposals for this program and the Davis UWC Scholars office is prohibited. Please contact your on-campus Projects for Peace Liaison with all questions. Any communication received by this office will be forwarded to the on-campus PfP Liaison.

FOR CAMPUS CONTACTS

The two-page proposal and one-page budget must be submitted electronically via email to info@davisuwcscholars.org no later than **February 8, 2021**. Include the subject line "Projects for Peace Proposal" when submitting. The Budget Template can be used as the one-page proposed budget outline. References are not required but if submitted, should be submitted separately from the written proposal.

Final Reports must be submitted electronically via Dropbox to the Davis UWC Scholars Program office no later than **September 13, 2021**. After you have reviewed and approved the Final Reports, please request our Dropbox link via email to info@davisuwcscholars.org. Include the subject line "Projects for Peace Final Report" when making your request. Once granted access to the Dropbox folder, please upload the three components of the Final Report for each project: (Part A) Final Written Report, (Part B) Final Expenditures Budget Spreadsheet, and (Part C) High Quality Photographs.

Since we are sharing our Dropbox link with our Digital Media Producer and other campus colleagues for annual reporting requirements, a link to our Dropbox is required for all uploads.

FORMATTING INSTRUCTIONS for written Proposals and Final Reports

Page Margins	Top 1" Right 1" Bottom 1" Left 1"
Font	Arial 10 pt.
Header	Title of Project (Final Report title must match project Proposal title) Country of project implementation Sponsoring College Designated Project Leader name along with full list of student team members; for each student named, please list: <ul style="list-style-type: none">a. home countryb. college/universityc. UWC school attended, if applicable Associated project blog or website, if applicable

PART A. FINAL WRITTEN REPORT

Section I: Narrative (Ideally two pages, not to exceed three pages. Please incorporate answers to the following questions within your narrative.)

- a. A two-sentence summary of the goals of your project
- b. Did other fund-raising efforts contribute to your project? What were they?
- c. How did you come up with the idea for your project?
- d. Why do you think the issue your project is responding to exists?
- e. Why did you choose your host site to work in?
 - a. What was it like to work in your host site?
- f. Did you feel at any point that the project was not going to work? In what ways?
- g. What were the challenges you encountered in communicating with people?
- h. How do you define peace?
- i. How does or will your project contribute to peace? Short-term? Long-term?
 - a. Please describe changes created by the project during the summer?
 - b. Please describe anticipated changes that will continue in the future as a result of the project.
- j. Has your project changed the way you think about the world? How has it changed you?
- k. Was your project impacted by the COVID-19 pandemic?
 - a. If yes, please describe any impacts you and/or community members engaged in your experienced.
 - b. How did you advance your projects goals despite these challenges?
 - i. What advice would you give to future PFP grantees given the pandemic-related challenges you experienced?
 - c. If you were able to implement your project remotely, speak to the highlights and challenges of a conducting a remote project

Section I: Narrative (continued)

- l. At the end of your narrative, please provide a one- to two-sentence personal statement, suitable for use as a quotation, addressing how and why this project was valuable and what was the most important thing you learned as a result. For quote attribution, please provide full name(s) to be listed for team leader and each team member providing individual quotes. If quote provided is reflective of the entire team, please provide all names accordingly. PfP Liaisons are also welcomed to provide a quote reflective of the participating institution's team and the implementation of their project.
- m. Please provide team leader full name and, if applicable, full list of team member names along with associated permanent contact email address for our PfP alumni database (do not provide your college/university issued email address). This list will only be used internally for follow up/research contact and will not be distributed outside of Projects for Peace.

Section II: Photographs

- a. Paste 2-3 photographs on one page
- b. Submit original jpeg files of the same 2-3 photographs to your Campus Contact, to be uploaded to the Dropbox folder

PART B. FINAL EXPENDITURES BUDGET SPREADSHEET

- a. Instructions and Budget Form Template available online under [Forms](#). Please use this form to submit your final budget. All expenditures to be reported in U.S. dollars and must show fully expended.

PART C. HIGH QUALITY PHOTOGRAPH REQUIREMENTS

In addition to the required 2-3 photos to be included in Part A/Section II, you may submit up to 25 additional photographs to further illustrate your project. All photos submitted may be considered for publication in our upcoming 2021 Annual Report. Please follow these instructions:

- Provide original photos in jpeg format (a jpeg image file should be no smaller than 1 megabyte, and should preferably be larger to meet resolution quality)
- Your camera should be 6 megapixels or greater (do not use a cellphone to capture images)
- Set capture size to the largest available on your camera. If possible, set resolution to fine.
- Shoot many photos in order to provide greater choice and quality
- **DO NOT** compress or change resolution of images before submission