![Projects for Peace - The Vision of Kathryn W. Davis]

FINAL REPORT SUBMISSION INSTRUCTIONS
SUMMER 2025

Final Reports for any Project for Peace open in 2025 are due **September 16, 2025.**

Deadlines for individual campuses may be earlier than this date. Final reports must include: A) a narrative report, B) an expense report, and C) three photos, with descriptions.

FOR STUDENT PROJECT LEADERS

Student applicants are encouraged to learn about any institution-specific requirements and deadlines by contacting the Projects for Peace campus liaison at their educational institution.

Final report materials must be submitted to your Projects for Peace campus liaison for review by the date determined by your institution. Follow the guidelines outlined in this document. Incomplete reports or documents not in compliance with guidelines may be returned for revision. Grantees are encouraged to review resource materials related to ethical storytelling available on the Project Cycle page of the website and consider these standards of ethical storytelling prior to preparing their final report materials.

Final report materials may be published on our website and cannot be revised.

Students should not submit final report materials directly to Projects for Peace. All questions from students should be addressed to their campus liaison.

FOR CAMPUS LIAISONS

Final reports must be submitted to the Projects for Peace office no later than the due date (see above). All materials submitted must be reviewed by the campus liaison for accuracy and completeness and named according to the naming conventions below. Incomplete reports or documents not in compliance with guidelines will be returned for revision.

Campus liaisons will be asked to confirm the following upon submission:

- These final report materials reflect the work of the student grantee(s) over the course of the grant period.
- Participating student(s) are aware that the materials submitted may be posted on the Projects for Peace website or used in other promotional materials, including social media. The final report does not include personal contact information.

- That you, as campus liaison, have reviewed the final report narrative and it includes the following sections: project summary, project description, reflection, and personal statement.
- That you, as campus liaison, have reviewed the expense report. It accounts for the full $10,000 in grant funds.
- Between three and five photos have been selected for each project and the photo description document is complete.
- The materials provided are formatted according to guidance provided, using provided naming conventions.

Projects for Peace staff will provide each campus liaison a link to upload the materials. Campus liaisons may request the link by emailing us at projectsforpeace@middlebury.edu. Final reports may be submitted by campus liaisons only; submissions from students will not be accepted.

Questions are welcome from campus liaisons at any time.

FINAL REPORT MATERIALS

PART A. REPORT NARRATIVE

The purpose of the Project for Peace final report is self reflection and evaluation. We expect that the final outcome of the project will look different in some ways than what was anticipated in the original proposal: this is important learning.

The ideal length is two pages. It must not exceed three pages. The document should be submitted as a PDF document.

Keep in mind that the final report narrative (and proposal) may be publicly available on the Project for Peace website. Therefore, submitted narratives should not include content that could be perceived as sensitive or private.

Student grantees are encouraged to review resource materials related to ethical storytelling available on the Project Cycle page of the website and consider these standards of ethical storytelling prior to writing their narrative.

Please address each question/item below separately, in turn. Failure to answer these questions may result in a the narrative being returned for revision.

Project Summary: A two-sentence summary of your project.
- What issue(s) were addressed? What approach(es) were used? With whom did the grantee work?
  Note: readers should be able to read this two-sentence summary and have an initial understanding of the project.

Project Description
- How did you decide what issue(s) you wanted to address and what approach(es) or strategies you chose to implement in your project?
- Why did you choose your project site(s)? In what ways did local relationships support you or contribute to the project?
- What changes or adjustments did you make to your original plans, and why? If your project was implemented remotely, describe any benefits and drawbacks of that model.
- Did other fundraising efforts contribute to your project? What were they?
- Are there opportunities for continuing your work on this issue? If so, please describe.

Reflection
- How do you define peace?
- In what ways might your project contribute to peace? What changes occurred? Short-term? Long-term?
- Identify a significant conflict you observed or encountered in your work (it could be any level of relationship: intra- or inter-personal, community/group based, and/or societal/global). How did you navigate the conflict and what would you like to learn more about as a result?
- Has your project changed the way you think about the world? How has the project changed, challenged, or inspired you?

Personal Statement
- A brief statement, suitable for use as a quotation, addressing the value of this project and what you have learned. Indicate the student's name (yours or your teammates') for quote attribution.

All materials submitted are to be reviewed by the campus liaison prior to submission to Projects for Peace.

1) FORMATTING INSTRUCTIONS

Page Margins	Top 1" Right 1" Bottom 1" Left 1"
Font	Arial 10 pt.

Header	**Title of Project:** Project title on the final report should match the project title on the proposal. In the rare instance when this is not possible, include a brief statement indicating the previous title and reason for change. **Project Year:** (the year the project was originally funded) **Country/ies and/or tribal or ethnic lands where project took place** **Nominating College, University, or Institution** **Designated project leader name and all student team member names:** For each student, please list their home country, college/university, and UWC school attended, if applicable. As a reminder, all listed student participants must have signed a Project Student Funding Agreement. **Associated project blog, website, social media accounts, and any additional media coverage of the student's project, if applicable.**
	Please do not include anywhere on the report narrative: - Logos - Graphs or charts - Personal contact information (email addresses, phone numbers) - Long excerpts from publications. - Note: photos are a required element of the final report materials but should be submitted separately from the final report. Do not paste photos into the narrative document.

PART B. EXPENSE REPORT SPREADSHEET

The purpose of the expense report is to document and consider how actual expenses compare to the proposed budget. Explanation of changes should be briefly described in the final report narrative.

The Budget/Expense Form Template, which should be used to report actual expenses, and instructions are available on the "Guidance" page of the Projects for Peace website. All expenditures are to be reported in U.S. dollars; the submitted expense report should demonstrate full expenditure of grant funds. Receipts may be required by the campus liaison, but should not be submitted to Projects for Peace.

PART C. THREE PHOTOGRAPHS

Students must submit at least three and no more than five photographs that represent your project. A short description of each photo is also required using the format described below.

Photographs taken over the course of project implementation can help you and your partners reflect on

your work and communicate aspects of your project to others. We ask you to consider the standards of ethical storytelling when taking and selecting photos to share with any audience on any platform.

Photos provided to Projects for Peace may be used to promote the Projects for Peace program. Do not submit photos of any individual unless they have given informed consent: that is, the individuals depicted understand that their photo will be sent to Projects for Peace in order to document the project and that it may be included in digital and print publications for years to come. We will not use photos of identifiable children.

In addition to the required photos, project video links/files are welcome if informed consent has been granted. Like submitted photos, videos may be used in full or part to promote the Projects for Peace program.

Photograph Format
- All photographs must be in PNG or JPEG format.
- All photographs must be larger than 1 megabyte, preferably larger, to meet resolution needs.

Photo Description Document
- In a separate document, using the same header as in the narrative, provide a 1-2 sentence description of each of the submitted photographs.
- Include the country and state/region/town where it was taken.
- If there are people in the photo, describe how informed consent was obtained. Names of people depicted are optional.
- This description should be submitted as a PDF document.

FILE NAMING CONVENTIONS

Kindly name the materials according to the following conventions, abbreviating where helpful. The four digit project number can be found here.

Narrative Report	**ProjectYear#projectnumber_institutionname_projectitle_narrati ve** example: 2025#0000_MiddColl_PeaceThroughArts_narrative
Expense Report	**ProjectYear#projectnumber_institutionname_projectitle_expens es** example: 2025#0000_MiddColl_PeaceThroughArts_expenses
Photographs	**ProjectYear#project number_institutionname_projectitle_photo1[...2,3]** example: 2025#0000_MiddColl_PeaceThroughArts_photo1 example: 2025#0000_MiddColl_PeaceThroughArts_photo2

Description	**ProjectYear#projectnumber_institutionname_projecttitle_description**
	example: 2025#0000_MiddColl_PeaceThroughArts_description

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