



FINAL REPORT SUBMISSION INSTRUCTIONS

SUMMER 2023

Final Reports for any Projects for Peace open in 2023 are due **September 22, 2023**.

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

FOR STUDENT PROJECT LEADERS

Your final report materials should be submitted to your campus liaison by your institution's due date. Follow the guidelines outlined in this document. Incomplete reports or documents not in compliance with guidelines may be returned for revision. Final reports may be published on our website and cannot be revised.

Please note: Contact your on-campus Projects for Peace liaison with all questions. Any communication to Projects for Peace staff from a grantee will be forwarded to the campus liaison.

FOR CAMPUS LIAISONS

Final reports must be submitted to the Projects for Peace office no later than September 22, 2023. All materials should 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 may be returned for revision.

Projects for Peace staff will provide each campus liaison a link to upload the materials. If you have not received anything from us, request your link at projectsforpeace@middlebury.edu. Questions are welcome anytime.

FINAL REPORT MATERIALS

PART A. NARRATIVE REPORT

Ideal length is two pages; must not exceed three pages. Keep in mind that the final report narrative may be posted on the Project for Peace website and therefore available to the public. Student grantees are encouraged to review resource materials related to ethical storytelling available on Pathways prior to writing their narrative.

1) FORMATTING INSTRUCTIONS

Page Margins	Top 1" Right 1" Bottom 1" Left 1"
Font	Arial 10 pt.
Header	<ul style="list-style-type: none"> ● 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. ● Country/ies 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 provide a Project Student Funding Agreement. ● Associated project blog, website, or social media accounts, if applicable.

2) CONTENT INSTRUCTIONS

Please address each question/item below separately, in turn.

Summary

- A two-sentence summary of your 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 host site? 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?
- 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.

PART B. EXPENSE REPORT SPREADSHEET

The Budget/Expense Form Template, which should be used to report actual expenses, and instructions are available on the [Forms](#) page of the Projects for Peace website and on Pathways. 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

Submit at least three and no more than five photographs which represent your project and include a short description in the format described below. Student grantees are encouraged to review resource materials related to ethical storytelling available on Pathways. 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.

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 who is in the photos (names optional), what is depicted, and the country and state/region/town where it was taken.
- This description should be in DOCX (Word doc) or PDF format.

FILE NAMING CONVENTIONS

Kindly name the materials according to the following conventions, abbreviating where helpful. The four digit project number can be found [here](#) or see the Projects page on the Projects for Peace website, and click through to the relevant project proposal.

Narrative Report	ProjectYear#project number_institutionname_projecttitle_narrative example: 2023#0000_MiddColl_PeaceThroughArts_narrative
Expense Report	ProjectYear#project number_institutionname_projecttitle_expenses example: 2023#0000_MiddColl_PeaceThroughArts_expenses
Photographs	ProjectYear#project number_institutionname_projecttitle_photo1[..2..3, etc] example: 2023#0000_MiddColl_PeaceThroughArts_photo1

	example: 2023#0000_MiddColl_PeaceThroughArts_photo2
Description	ProjectYear#projectnumber_institutionname_projecttitle_description example: 2023#0000_MiddColl_PeaceThroughArts_description