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| --- | --- | --- | --- | --- |
| **Numbers Served** | **Specific Activities** | **Results** | **Metrics** | **Budget Detail** |
| Who were the recipients of your program services?  (eg. 25 homeless families) | What did the program staff/volunteers do?  (Teach, Provide food, Tutor, Counsel, Mentor; # of classes,  # of hours) | Focus on any benefits to the participants:  (New knowledge, Increased skills, Changed behaviors, Improved conditions) | Measurements in terms of # and %  (#/% of: graduations, meals served, participants who have become employed, etc.) | What did it take to run the program for 1 year? Cost per person?  (Total Number served/Total Program Budget) |
|  |  |  |  |  |