*The following form must be completed jointly by the HFI Project Coordinator and the Project Agent upon completion of all Projects and is a deliverable of the project closeout procedures. This form must be filled in electronically and once complete and approved, its content will be published on the Story Wall page of the HF-I.CA website.*

**SUCCESS STORY – Project Implementation Summary**

1. Project Information
Project ID: *Project Code*

Project Short Description: *Description*
Project Actual Start Date: *Start Date*
Project Actual Finish Date: *Finish Date*
Project Actual Total Cost: *$CAD*

1. Receiving Partner
Partner ID: *Partner Code*

Partner Name: *Full Legal Name*

Operating Location: *City, Country*

Benefactor Groups: *Children, Youth, Women, Men, Elderly*

Service Delivery Types: *Type 1, Type 2, Type 3*

1. Project Leadership
Project Coordinator: *Full Name*
Project Agent: *Full Name*
2. Volunteer (if applicable)
Volunteer ID: *Volunteer Code*

Volunteer Name: *Full Name*
Opportunity Role ID: *Opportunity Code*

Home City and Country: *City, Country*

1. Project Outcomes

Tangible Asset Created: *Tangible Asset*
Outcomes Delivered: *Outcomes list*
2. Supporting Photos

Photo Main: *Photo Link*
Photo 2nd: *Photo Link*
Photo 3rd: *Photo Link*
3. Story Themes & Guidelines:

The primary purpose of capturing the project’s story of what was implemented for the Partner under the auspices of Hands and Feet International is to ***inspire*** other Partners and posted Volunteers of what is possible when we jointly pursue growth, expansion and improved service delivery so that we can serve our communities better. All actual improvements in service delivery and their effectiveness enabled by the Project, along with learnings and overall experiences throughout the implementation are key to capture so that those considering applying for future HFI Project funding can leverage and apply these learnings to assist them in their project application and outcomes planning; and to help them achieve their hopes for service delivery improvements thereby having greater impact in the communities they serve.

The following are suggested themes and guiding questions intended to assist the Project Coordinator and Project Agent in capturing the “why” behind the project, describe the long-term tangible asset created by the implemented, and how the project overall impacted the people involved in ongoing service delivery and the lives of people receiving the services in the community.

* 1. Who originally brought the project forward – the receiving Partner or an HFI Volunteer who had either already served out a posting or was currently serving on post with the receiving Partner?
	2. Name the key people involved in the project’s lifecycle and how they played a part in its overall success?
	3. Describe the “why” behind the project. What was the specific challenge seen or opportunity to improve things that drove the plan of action or solution that became the project?
	4. Describe the project outcomes that were planned for and how well did the project deliver on meeting or exceeding those outcomes?
	5. Describe the tangible asset that was created through the implementation and summarize the steps and timelines of how this was accomplished?
	6. What were some key lessons learned along the implementation that could help others applying for HFI project funding in the future?
	7. How much money was raised to fund the project and how did that fund raising happen?
	8. Relate one or two anecdotal stories of how things actually improved for both the receiving Partner and the benefactors in the community impacted by the Partner’s improved service delivery.
	9. Relate an anecdotal story of how knowledge transferred from the HFI Agent to members of the receiving Partner throughout the project lifecycle.
	10. Is there a quote from a senior leader of the receiving Partner that captures their appreciation of having the new tangible asset in play and how they hope to benefit in their service delivery and impact to the community in the future?
	11. Can any comments be included that help showcase the value brought by HFI by our people, our processes, professional expertise/know-how; and our support throughout the project lifecycle – from application to closure?
	12. Anything else that you believe would be helpful to capture as part of the project outcomes and overall implementation story and experience that may help and inspire other future project applicants to HFI?
1. Story Narrative:

*Your Story Narrative in Paragraphs Here….*

 **Publication Authorization**

**I hereby grant Hands and Feet International authorization to publish the above personal and corporate information and narrative on their website, and hereby release the use of all information contained in this document without limitation for the sole and exclusive use of Hands and Feet International in the furtherance of their vision and mission.**

**Authorized Representative of the
Receiving Partner : Date: \_\_\_\_\_**

[ ]  **Reviewed and Approved by HFI Project Coordinator**

**HFI Project Coord.: Date: \_\_\_\_\_**