



AARP COMMUNITY CHALLENGE

Grants to make communities livable for people of all ages
aarp.org/CommunityChallenge

ATTACHMENT B: AFTER-ACTION REPORT SAMPLE

AARP Community Challenge 2020

Grants to make communities more livable for people of all ages

SAMPLE AFTER-ACTION REPORT

Please submit your After-Action Report with visuals (photos and/or video) by 11:59 p.m. ET, January 31, 2021 through ReviewR. Information on submitting the report to AARP will be shared with grantees at a later date.

Please complete each section with 3,000 characters or fewer.

1. What did you set out to accomplish?

2. **Project Deliverables.** Please specify the individual deliverables. Provide as much detail as you can about any physical structures (such as benches, lighting, signage, etc.), dates, addresses and communications within 300 characters for each deliverable.

Deliverable 1 _____

Deliverable 2 _____

Deliverable 3 _____

Deliverable 4 _____

Deliverable 5 _____

Add more as necessary

For example:

- i. Provided suitable lighting in the public space located at (ADDRESS) between Street X and Street Y.
- ii. Commissioned and installed ten (10) structures with LED lighting with custom side panels.
- iii. Installed four (4) benches made of wood with iron legs and suitably sized for two adult people located at (ADDRESS).
- iv. Installed signage 24 feet high and 24 feet long made of resin and metal located at (ADDRESS).

3. Metrics. Please describe the metrics you have captured over the course of this grant activity and beyond and include goals for each metric. **For Example:** number of people served, number of certifications issued, structures achieving ADA-compliance, etc.

| Metric | Goal |
|-------------------------------------|------------------|
| Number of People Served | 50 (for example) |
| Volunteer Training | |
| Structures Achieving ADA-compliance | |
| People Reached on Social Media | |
| (text) | |
| (text) | |
| (text) | |
| (text) | |
| (text) | |

4. Matching Funds and In-Kind Support. Please detail any matching funds or in-kind support the organization has received as part of, or following completion of, the Challenge Grant.

| | Matching Funds (\$) | In-Kind Support |
|-----------|---------------------|-----------------|
| Nonprofit | | |
| Private | | |
| Public | | |

5. What were the highlights of your project?

6. What could have been better?

7. What medium- to long-term impact do you expect?

8. What are your next steps?

Please send any **visual documentation** of your project to help us showcase your good work!

The organization is required to capture photos of the project. As the organization captures photos and video of the project, if an identifiable individual appears in the photos and/or videos, the organization is responsible for having him/her sign the AARP General Release (this document is provided to grantees with the MOU). In addition, the organization should not include any element in photos or videos provided to AARP that may violate third party rights, such as artwork and trademarks in text and logo other than those owned by the organization and AARP. The organization may be asked to send work-in-progress photos to AARP upon request. Following the grant period, grantees are required to respond to periodic requests for updates from AARP.

This report (with photos and/or video) must be delivered to AARP by 11:59 p.m. ET, January 31, 2021. Information on submitting the report to AARP will be shared with grantees at a later date.

By sending AARP photos, videos, and/or any other types of recordings of your project ("Project Recording"), you grant AARP a license to use your Project Recording in perpetuity in its materials in whole or in part in all platforms and mediums and to make all necessary edits to use the Project Recording at AARP's sole discretion and you warrant and represent that use of your Project Recording by AARP or its affiliates or licensees shall not violate any third-party rights.