**ATTACHMENT B: AFTER-ACTION REPORT SAMPLE**

**AARP Community Challenge 2022**  
Grants to make communities more livable for people of all ages

Please submit your After-Action Report with visuals (photos and/or video) by 5:00 p.m. ET, December 14, 2022 online through the OpenWater web site. Do not turn this in to your State Office.

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

1. **What were the major accomplishments that the grant achieved, including any outcomes for those age 50 and over?**

2. **Project Deliverables.** Please specify the individual deliverables you completed. Provide as much detail as possible about any physical structures you installed (such as benches, lighting, signage, etc.), quantity of items installed, events, dates, addresses, volunteers engaged in project and communications within 300 characters for each deliverable.

<table>
<thead>
<tr>
<th>Deliverable</th>
<th>Quantity</th>
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<tbody>
<tr>
<td>Deliverable 1</td>
<td></td>
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<td>Deliverable 2</td>
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<td>Deliverable 3</td>
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<td>Deliverable 4</td>
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<td>Deliverable 5</td>
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Add more deliverables as necessary

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**Deliverable examples:**

I. The Organization will purchase and install structures with LED lighting with custom side panels at (ADDRESS)
   a. Quantity: 3

II. The Organization will purchase and install ADA compliant benches at (ADDRESS)
   a. Quantity: 7

III. The Organization will purchase and install AARP branded signage at (ADDRESS)
   a. Quantity: 15

IV. The Organization will purchase and install accessible raised garden beds
   a. Quantity: 10

V. The Organization will hold event on (DATE) (event examples: workshops, hackathon, trainings)
   a. Quantity: 1

VI. The Organization’s goal is to have community members to be trained at workshops on 50+ issues
   a. Quantity: 250, including at least 125 people age 50 and older

VII. The Organization will hold a (kick-off, ribbon cutting, etc.) event on November 1, 2022.
    a. Quantity: 1

VIII. The Organization has a goal of attendees at event
    a. Quantity: 400, including at least 200 people age 50 and older

IX. The Organization will engage volunteers over the course of the project – including painting accessible benches made of outdoor materials, installation, and the kick-off event
    a. Quantity: goal of 70, including at least 35 people age 50 and older

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3. Did the Community Challenge project lead to additional funds being committed to the effort? If so, please detail the amount. Please select all that apply.

- [ ] Project led to commitment of additional funds by *private* sector (including nonprofit)
  
  Amount of Private funding committed or secured: 
  
  Notes:

- [ ] Project led to commitment of additional funds by *public* sector
  
  Amount of Public funding committed or secured: 
  
  Notes:

- [ ] None
4. Did the Community Challenge project contribute to overcoming barriers and/or contribute to permanent/long term improvements? Please select all that apply.

☐ Temporary installation led to permanent installation (program, project, partnership)
☐ Project helped overcome policy barriers in implementing larger effort
☐ Project helped overcome funding barriers in implementing larger effort
☐ Project helped demonstrate key concepts to build support for larger effort (e.g., plan, program, series of projects/investments)
☐ Project spurred replication in other parts of the community or state.
☐ None
Please explain:

5. Which of the following engagement outcomes has the Community Challenge project delivered? Please select all that apply.

☐ Project brought new partners to effort
☐ Project led to increased awareness of effort within community
☐ Project led to increased engagement with program by community members (volunteers, visitors, etc.)
☐ None
Please explain:

6. Please describe what benefits your project provided to residents age 50 and over?

7. Were volunteers age 50 and older engaged to work on your Community Challenge Project?

☐ Yes
☐ No
If yes, how many? How they were engaged?

8. Did your project improve or address existing disparities (including racial or economic) in the community (including any emphasis on people 50-plus and their families)?

☐ Yes
☐ No
Please explain:

9. Did your project support community efforts to build engagement and leverage funding available under new federal programs through laws like the American Rescue Plan Act, the Infrastructure Investment and Jobs Act, or others to benefit residents (including those age 50 and over)?
   □ Yes
   □ No
   Please explain:

10. How did the COVID-19 pandemic impact your project?

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

12. What are your next steps?

13. Add Attachments

   Please share any visual documentation (photos, fliers, manuals, etc.) of your project to help us showcase your good work!

   Photo tips:
   - If your project included any AARP branding, please be sure to capture that in your photos!
   - Don’t forget to include people in some of your shots. We love seeing your projects in action! (just don’t forget to have them sign the AARP General Release)

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 5:00 p.m. ET, December 14, 2022. Information on submitting the report to AARP will be shared with grantees once they are selected.

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.