

COMMON GRANT REPORT

[Your Organization Name Here]

[Final Report Date]

I. CONTACT INFORMATION

Contact Name:

Contact Position or Title:

Contact Email:

II. GENERAL GRANT INFORMATION

1. Date Grant Received:

2. Title of Grant Request:

3. Amount Received:

4. Was the geographic or target client demographic different than in past years or than outlined in your proposal?

III. DETAILED GRANT INFORMATION

1. How many were served by the project during the grant period? (if applicable):

Adults: Youth:

2. How many began but did not "complete" your project or service? (if applicable):

Adults: Youth:

3. Were there any secondary or indirect beneficiaries of the project (if applicable), or for the organization?

4. Have the timeline, budget, approach, or plans changed from the original proposal?

5. Timeline

Please include major events, activities and when they took place as they relate to your grant. (Bullet points in chronological order):

IV. GRANT REPORTING ON GOALS, ACTIVITIES & PERFORMANCE MEASURES

Reporting on the Goals should be based on the Goals you outlined in your original application (Step 2)

**Note your response to "Additional Questions" on the next page also pertains to the Goals below*

GOALS: The individual goals of the particular project; not organizational goals (unless this is a General Operating grant request).	ACTIVITIES: What activities have you chosen to support or accomplish a particular goal?	OUTPUTS: What the activities produced – the direct, tangible project or project activities. These are often, but not always, quantitative measures (# of participants, # of sessions held, # of courses offered).	OUTCOMES: The benefits, impact or <u>changes</u> in behavior, knowledge, skills, attitudes, and/or standing for participants after project activities were completed. This can be both short and long term. Sometimes goals or activities share one common outcome.	PERFORMANCE MEASURES: Which data/information was collected and how (surveys, test scores, media attention, awards, longitudinal studies, etc.).
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GOAL #1	
Activities	
Outputs	
Outcomes	
Performance Measures	

GOAL #2	
Activities	
Outputs	
Outcomes	
Performance Measures	

GOAL #3	
Activities	
Outputs	
Outcomes	
Performance Measures	

IV. GRANT REPORTING ON GOALS, ACTIVITIES & PERFORMANCE MEASURES cont. *ADDITIONAL INFORMATION

Goal #1. Please comment on any notable successes, challenges, or variance from the proposal.

Goal #2. Please comment on any notable successes, challenges, or variance from the proposal.

Goal #3. Please comment on any notable successes, challenges, or variance from the proposal.

Goal #4 (optional). Please comment on any notable successes, challenges, or variance from the proposal.

Goal #5 (optional). Please comment on any notable successes, challenges, or variance from the proposal.

Goal #6 (optional). Please comment on any notable successes, challenges, or variance from the proposal.

V. ADDITIONAL QUESTIONS

1. Looking back, what would you have done differently? Lessons learned?

2. Looking forward, how will you take what you have learned to change or enhance your services or organizational effectiveness?

3. Was the funder's support publicly acknowledged in any way? Please provide copies if available.

4. How can the funder provide you with additional support to help you meet your goals?

5. (Optional) Would you like to mention any other challenges your organization faced this year?

6. (Optional) How is your organization doing this year? Please share new partnerships, streams of funding, stories, highlights or awards.

ATTACHMENTS

- ☐ Organizational Budget
- ☐ Project Budget with actuals (if applicable)
- ☐ Additional Goals Form (if applicable)

☐ Our organization has updated our profile in the Youth Services Mapping System (www.ysm-austin.org) in the past six months.