

Connecticut Council *for* Philanthropy

formerly Coordinating Council for Foundations

COMMON REPORT FORM

The purpose of the common report form is to help nonprofit organizations in Connecticut prepare informative and complete grant reports in a format that is consistent and efficient. Please note the following important points:

- Every funder has different report deadlines and timetables.
- Before submitting this format, confirm that the funder will accept it.
- Any funder that has agreed to accept this report form may request additional information at any stage in the reporting process.

INSTRUCTIONS

- Please type and single-space all reports.
- Please answer all of the questions in the order listed.
 - Please use headings as provided.
 - Please submit only one copy.

Funder submitted to: _____ **Date:** _____

Check One: **Interim Report** **Final Report**

SECTION A

Name of organization: _____

Name of executive director: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

Contact person: _____ Title: _____

SECTION B

Project/program name (if applicable): _____

Purpose of grant: _____

Grant period: ___/___ to ___/___

Period covered by this report: ___/___ to ___/___

Grant amount: _____

General operating Project support Challenge grant Capital/endowment

Sworn as true to the best of my knowledge and belief, subject to the penalties of false statement.

Signature of executive director: _____ Date: _____

Typed or printed name and title: _____

Notice is hereby given that false statements intentionally given herein are subject to section 53a-157b of the Connecticut General Statutes governing the penalty for written statements not believed to be true that are intended to mislead a public servant in the performance of his or her official duties.

NARRATIVE

(no more than four pages total; some questions might not apply to your grant)

SECTION C (1) Complete this section if you are reporting on a general operating grant.

1. Describe organizational and/or programmatic achievements and setbacks; significant board and/or staff changes.
2. Explain how you measured the effectiveness of your activities against your goals and objectives; what you learned.

SECTION C (2) Complete this section if you are reporting on a project, challenge or capital grant.

1. Results

- a. List the original goals and objectives of the grant, and tell how they were met during this reporting period. Please include specific outcomes included in your grant application.
- b. Describe current status on meeting any special terms of this grant (for example, challenges, contingencies, etc.)
- c. Variance from original project plans often occurs. In what ways did the actual project vary from your initial plans? Describe how and why.
- d. What difference did the grant make to your organization, in your community and for the population you are serving?
- e. Describe any unanticipated benefits or challenges encountered with this project.
- f. Describe how collaborative or cooperative efforts with individuals and organizations affected outcomes. This could include planning, implementing, funding and/or evaluating this project/grant.

1. Lessons Learned

- a. What are the most important outcomes and “lessons learned” from this project?
- b. How will you use what you learned to inform future work?
- c. Are there recommendations you can make to funders or others working in this field? If so, please describe.
- d. If you were to undertake this project again, would you do anything differently? If yes, please explain.

3. Future Plans

- a. What is your plan for this project in the future? Briefly describe rationale for ongoing funding, expansion, replication or termination.

4. Public Relations

- a. If possible, provide a “human interest story” that illustrates a success of the project.
- b. If applicable, attach selected material relating to the funded project: press or news items, brochures, letters of support, photographs, etc.

SECTION D--FINANCIALS

1. Using the original budget included with your proposal, provide detailed expenses and income for the project for this period. Provide narrative on any variances from the original project budget.
2. Include a detailed, complete accounting of how the specific grant dollars from this grantmaker were spent.
3. Who else has funded this project, and at what level?
4. If you are reporting on a general operating grant, submit actual end-of-year income and expenses for the organization for the year in which grant was used.

SECTION E--COMMENTS

Please share any thoughts about how this funder could be helpful, either in the funding process or in other ways beyond additional funding.