

NAPA VALLEY

COMMUNITY FOUNDATION

Your Grant Report: What NVCF Wants to Know

Your organization has received a grant from the Napa Valley Community Foundation. We have asked you to report back to us, so we can share your story with the donors involved. A grant report is a wonderful way to inform donors about the work that you do and inspire them to further their philanthropic commitment to your organization and our community. We know that the course a program travels often veers from the route originally mapped. In fact, things can go awry. We encourage you to tell us about those unexpected turns, whether positive or negative. We welcome hearing about them because, for us, it's an opportunity to learn.

Here are the things we want to know:

1. What was the program funded by your grant?
2. What was the intended outcome of this program?
3. Tell us about the actual outcome and how that differed from what you expected.
4. How many people did you reach? Did you reach the audience you anticipated? Did you reach unexpected audiences? If so, how were they affected?
5. What kind of impact did the grant have? What change(s) did the program foster?
6. How was the money spent? How would you spend the money differently next time? Were you able to leverage funds from this grant to attract dollars from other grant makers or private donors? If so, please give us the details.
7. What were the challenges of the grant?
8. What accomplishments of the grant are you most proud of?
9. What did you learn? How does your understanding of community need change? How will you incorporate what you learned into ongoing and future work?
10. Did you find new insights about the population you served? Did you identify new groups your project could reach in the future?

Note: If you received a grant for general support (an operating grant or an unrestricted grant), please share with us the progress and challenges your organization has experienced in the last year, including: What did you learn? How did your understanding of community needs change, and how did those insights impact the type and delivery of services? Did you find new insights about the population(s) you served? Did you identify new groups your organization wants to reach in the future? What were your biggest challenges? What accomplishments are you most proud of?

We invite you to submit a short report—two or three pages are ample. We also encourage you to avoid jargon and acronyms: You are telling your story to people who aren't familiar with the intricacies of your work or the particular language of nonprofits. Finally, we invite you to include photos, if you have them. People love to see visuals since they deepen a personal connection to a story.

Please submit your report and photos via email to Marla Tofle, Director of Philanthropic Services, marla@napavalleycf.org. Remember to include the name and contact information for the person who authored the report.