

Grant Report Guidelines

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 commitment. 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.

Please submit a brief (1-3 pages) narrative that answers the following:

1. What was the program funded by your grant?
2. What was the intended outcome of this program? What was the actual outcome, and how was that different from what you intended?
3. Did your program involve collaboration with other nonprofits, agencies or charitable programs? What were the challenges of and learnings from those partnerships?
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? Was there something about funding from the Community Foundation that was critical to the project (for instance, if the grant closed a gap in funding to make the project feasible, or if an early grant helped attract other sources of funding)? 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? Also please include one story (less than 500 words) of your success that can be used by the Community Foundation in its publicity efforts.
9. What did you learn? How did your understanding of community needs 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?

Attach copies of any press releases or photos resulting from the grant that we can use to promote your work, and our support of it.

Include the name and contact information for the person who authored the report.

We 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.

Submit your report and photos via email to Marla Tofle, Vice President of Philanthropic Services, marla@napavalleycf.org. Failure to submit a report may disqualify the grantee from future funding requests.

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?