

## Grant Report Guidelines for General Support (Unrestricted) Grants

*Your organization has received a grant from the Napa Valley Community Foundation for general support. 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 organizations experience challenges through the course of a grant period. We encourage you to tell us about those unexpected challenges (or successes), 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. Your organization name, grant number(s) for the grant(s) and name and contact information for author of the report.
2. What were the organization's achievements during the grant period, and its progress toward specific goals and objectives. What are you most proud of?
3. What were the organization's core programs/services during the grant period? Were there any new programs/services implemented during the grant period? If so, please describe.
4. How many unduplicated clients were served? What are the demographics of these clients? Please use whole numbers, not percentages (e.g. 250 total clients were served, 110 were Latinos, 45 were seniors, etc.).
5. Did you collaborate with other nonprofits or agencies during the grant period? If not, why? What were the challenges of and learnings from those collaborations?
6. How did your organization's leadership gauge the effectiveness of its programs/services?
7. How have the community's needs, and the needs of your clients, changed in the last year? How will your organization modify outreach, and programs/services as a result?
8. What is the state of your organization's Board, Executive leadership, and staffing, as well as any noteworthy steps you are taking to strengthen these areas? Any changes in this area?
9. What were your organization's biggest challenges during the grant period and how did you address them? What did you learn?
10. What is the state of your organization's financial health, as well as any noteworthy steps you are taking to improve its fiscal position? What is your organization's current operating budget, and what is the amount of your organization's operating reserve?
11. Does your organization have any funding gaps at this time? If so, please explain and include details on the amount.
12. Were you able to leverage your grant from the Community Foundation to attract dollars from other grant makers or individual donors? If so, please give us the details.

**OPTIONAL:** Please include one story (less than 500 words) of your success that can be used by the Community Foundation in its publicity efforts.

**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.**

**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 in Microsoft Word format to [grantsadmin@napavalleycf.org](mailto:grantsadmin@napavalleycf.org). Failure to submit a report may disqualify the grantee from future funding requests.**