

### Grant Report Guidelines for Program-Specific (Restricted) Grants

*Your organization has received a grant from the Napa Valley Community Foundation for a specific program. 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 the grant?
2. What were the program's achievements during the grant period, and its progress toward intended goals and objectives. Were the results different from what you intended, and why?
3. How many unduplicated clients were served? What are the demographics of these clients? Did you reach unexpected audiences? If so, please describe.
4. Did you collaborate with other nonprofits or agencies on this program? If not, why? What were the challenges of and learnings from those collaborations?
5. What were the program's biggest challenges during the grant period and how did you address them? What did you learn?
6. How have the community's needs, and the needs of your clients, changed in the last year? How will your organization modify this program's outreach and service delivery as a result?
7. Are there any leadership or staffing changes that affect the program, and what is your organization doing to address them?
8. How is the fiscal health of the program budget? Please describe any challenges, as well as strategies you are implementing to ensure the program's financial sustainability.
9. 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.**

**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 in Microsoft Word format to Ellen Drayton, Grants Administrator, at [ellend@napavalleycf.org](mailto:ellend@napavalleycf.org). Failure to submit a report may disqualify the grantee from future funding requests.**