

**Grant Report Guidelines for General Support Grants**

*We want to learn about your progress and lessons learned. We encourage you to tell us about those unexpected turns, whether positive or negative. Please be candid and avoid acronyms.*

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| **Organization/Fiscal Sponsor:** | |
| **Purpose of the Grant/Program name:** | |
| **Grant number(s) and amount(s):** | |
| **Name of person completing this report:** | |
| **Email:** | **Phone:** |

**Please provide a brief (~3 pages) narrative that answers the following:**

1. 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.
2. What were the organization’s achievements during the grant period? What are you most proud of?
3. How many total individuals were served? What are some of the demographics of these individuals (e.g. 250 total clients served, 110 Latinx, 40% uninsured, etc.)?
4. How have the community’s needs, and the needs of the individuals you serve, changed in the last year? How will your organization modify outreach, and programs/services as a result?
5. What were the organization’s biggest challenges during the grant period and how did you address them? What did you learn?
6. What is the state of your organization’s Board, Executive leadership, and staffing? Any recent changes in this area?
7. Please briefly describe how grant(s) funds were spent.
8. What is your organization current annual budget and the state of your organization’s financial health? Does your organization have any funding gaps at this time? If so, please explain and include details on the amount.

**Optional:**

* Please include one story (less than 500 words) of your success that can be used by NVCF in its publicity efforts.
* Attach photos that we can use to promote your work, and our support of it. Please attach full-size photos with the largest file size available. If sending photos from a phone, please send them as “actual size”.

**Submit your report narrative in Microsoft Word format, and any photos and other attachments by email to** [**grantsadmin@napavalleycf.org**](mailto:grantsadmin@napavalleycf.org)**. Failure to submit a report may disqualify the grantee from future funding.**