

**Grant Report Guidelines for Grants < $1,000**

*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 (~2 pages) narrative that answers the following:**

1. What were the program or organization’s achievements during the grant period? What are you most proud of?
2. What were the program/organization’s biggest challenges during the grant period, and how did you address them? What did you learn?
3. How many total individuals were served? What are some of the demographics of these individuals (e.g. 250 total served, 110 Latinx, 40% uninsured, etc.)?
4. What is the state of your organization’s Board, Executive leadership, and staffing? Any recent changes in this area?
5. Briefly describe how grant funds were spent, and the current funding needs of the program and/or organization.

**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.**