

 **Grant Report Guidelines for Program Specific 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. Please describe the purpose and goals of your grant/program.
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 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. What were the program’s biggest challenges during the grant period and how did you address them? What did you learn?

5. Did you collaborate with other nonprofits or agencies on this program? If not, why? What were the challenges of and learnings from those collaborations?

6. What is the state of your organization’s leadership and program staffing? Any recent changes in this area?

7. Please briefly describe how grant(s) funds were spent.

8. Were you able to leverage your grant(s) from the Community Foundation to attract dollars from other grant makers or individual donors for this program? Does the program have any funding gaps at this time? If so, please explain and include details on the amounts.

**Optional:**

* Please include one story (less than 500 words) of your success that can be used by NVCF in its publicity efforts.
* Attach photos of the program 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****. Failure to submit a report may disqualify the grantee from future funding.**