



TCHF Sample Report Guide

TCHF has created a sample progress/final report and guide for grantees. The sample report was created to help give grantees an idea of the types of information and the appropriate level of detail needed. TCHF wants to learn about the status of the intermediate milestones and measurable results outlined in your grant agreement, the organization's successes and challenges, and the status of the budget/funds awarded through TCHF. Here are a few items to keep in mind when completing a progress report:

1. Use your Final and Signed Grant Agreement to fill out report:
 - Keep in mind any amendments that have been approved during the timeframe of the report
 - Expected Intermediate Milestones can generally be found on the first or second page of grant agreement
 - Approved Budget can be found on the last page
2. Reporting Timeframe:
 - All Progress Reports should report on work for the current period since your last report.
 - The Final Report should be cumulative and report on work completed during the entire grant term.
 - If you apply for renewal funding for the same project before your current grant is complete, please submit an interim progress report at the time of your application submission. The timeframe for this interim progress report should be from the last report to the date that your new application is submitted.
3. If an Intermediate Milestone was not met at time of report, please be sure to explain how your organization plans to meet milestone during next period.
4. Your report will not be considered complete unless the coversheet is completed and signed.
5. Reports should be concise and include only relevant information (1-2 paragraphs per question)
6. **DO NOT** include client health information/data – results reported should be aggregated

Throughout the sample report you will notice **BLUE** and **RED** type which is used to help distinguish between a grantee being able/unable to accomplish an item in the intermediate milestones.

- **BLUE** type is to help describe a scenario where a grantee was able to accomplish all intermediate milestones outlined in grant agreement
- **RED** type is to describe a scenario where the grantee was unable to accomplish all intermediate milestones outlined in grant agreement

GRANT REPORT NARRATIVE

Progress and Results

Please use your Executed Grant Agreement to fill out report regarding updates on intermediate milestones and budget.

Keep in mind any amendments approved during this timeframe.

1. Please describe the progress made in the funded grant. This section should specifically address the following:

- **Give an update on the measurable results and intermediate milestones as specified in your grant agreement. We are looking for the quantitative results achieved through this grant activity during this report period.**

Intermediate Milestones and Status:

- *Recruit and hire program director in January 2011*
Milestone Met (Response Example): Hired program director, Holly Fake, in February 2011. Holly Fake has several years experience implementing health interventions in low-income communities. The recruitment and hiring process took longer than anticipated; however, the program implementation plan is still on track for the first year of the grant.
- *Purchase curriculum and confirm site participation for March 2011*
Milestone Met (Response Example): Curriculum was purchased in January 2011. Three community sites confirmed participation in intervention and provided space to hold classes by February 2011. The community sites also provided in-kind childcare and healthy meals for families who attended classes.
- *Program director and support staff will attend training in February 2011*
Milestone Met (Response Example): Holly Fake and 3 support staff attended Making CO Healthy training in Denver in February 2011.
- *Begin implementation of Making CO Healthy intervention in March 2011*
Milestone Met (Response Example): Implementation of Making CO Healthy began on March 1, 2011 as scheduled.
- *Provide Making CO Healthy intervention to 500 low-income Coloradans during year one of grant to increase the number of individuals who eat adequate amounts of fruit and vegetables daily.*

Milestone Met (Response Example): 576 low-income Coloradans successfully completed the Making CO Healthy curriculum. The in-kind meal and childcare helped to make the program successful at each of the community sites.

Milestone Not Met (Response Example): 300 low-income Coloradans successfully completed the Making CO Healthy curriculum. Prior to program implementation one community site closed due to lack of funding. Also, the organization experienced staff turnover which resulted in losing two curriculum-trained employees. The

program director is recruiting and interviewing applicants, as well as looking for a new community site.

- *Conduct focus groups to gauge community need, satisfaction and usefulness of the curriculum to help inform planning for year two of the Making CO Healthy curriculum.*

Milestone Met (Response Example): A total of six focus groups were conducted at the community sites (2 per site), and had 70 community members participate in November 2011. The information from the focus groups is currently being analyzed for themes to help inform curriculum planning for year two of the class.

- *Evaluate program effectiveness by implementing the curriculum's pre and post measure for each implementation.*

Milestone Met (Response Example): Each participant of the program also took the pre and post test to help measure nutritional knowledge gain.

- **Describe the method used to track and calculate these results.**

- Attendance data is tracked and stored in an excel database and is updated after each class by staff. A person is considered to have successfully completed the program if they have attended 90% of the classes (14 of the 16 classes). Only those who successfully completed the class are reported.

- **Describe any deviations from the initially predicted results as specified in your grant agreement.**

Milestone Met (Response Example): No deviations to report from the initially predicted results. However, the impact of the program exceeded what was anticipated by 76 participants. The program gained popularity within the communities due to word of mouth praises and referrals from participants. Also, in-kind meals and childcare helped to make the program successful at each of the sites.

Milestone Not Met (Response Example): The closing of one of the community sites and staff turnover resulted in serving fewer participants than anticipated by 200. Due to the staffing and training needs, funds for the next grant year may need to be reallocated, which we will follow up with the Foundation. The Making CO Health program plans to extend hours and days that the program is available at the remaining two sites to help meet the projected numbers served as well as meet the community need.

Successes and Challenges

2. This section should address the following topics:

- **Please describe the significant successes and challenges the organization experienced related to the funded grant.**

Milestone Met (Response Example): The Making CO Healthy program was well received by the community and partners. The three community sites were supportive

by providing the classrooms, as well as healthy meals and childcare for participating families. Approximately 90% of those who signed up for the program successfully completed. Those who participated in the focus groups provided useful feedback that will be used to help tailor the curriculum to specific community needs. Lastly, neighboring communities have requested to participate in the curriculum. The program director is working with these communities to help assess what resources are needed to implement the curriculum.

The greatest challenge during the first implementation year was the recruitment and hiring of a program director.

Milestone Not Met (Response Example): The Making CO Healthy program was well received by the community and partners. The two community sites were supportive by providing classrooms, as well as healthy meals and childcare for participating families. Approximately 90% of those who signed up for the program successfully completed. Those who participated in the focus groups provided useful feedback that will be used to help tailor the curriculum to specific community needs.

The organization faced a few challenges during the first implementation year of the Making CO Healthy program. The initial challenge the project experienced was the recruitment and hiring of a program director. However, the organization accomplished this milestone only one month later than anticipated. The greatest challenge faced was one of the community sites closing due to lack of funding and staff turnover at our organization, which resulted in our organization only being able to serve 300 individuals during this first year.

- **Please describe what the organization learned based upon the results, successes, and challenges.**

Milestone Met (Response Example): The need of the Making CO Healthy program has been confirmed by the community through the interest and great feedback received. The focus groups helped to gather valuable information about how participant's perceived the program, as well as gauging particular needs. Many participants stated that they now understand the importance of nutrition and the type of impact it can have on their families.

Participants in the community are interested in learning more about nutrition guidelines and how to incorporate those into everyday meals for their families.

90% (518 out of the 576) low-income individuals participated in the Making CO Healthy program during the past year. The individuals completed pre and post surveys and showed statistically significant increases in knowledge about nutrition. At pretest nutrition knowledge was at 2.32 and at posttest 4.59, $p < .01$.

The recruitment and hiring process took longer than anticipated, however, that has helped us to be able to gauge the amount of time it takes for the hiring process for future.

Milestone Not Met (Response Example): The need of the Making CO Healthy program has been confirmed by the community through the interest and great feedback received. Participants in the community are interested in learning more

about nutrition guidelines and how to incorporate those into everyday meals for their families. During the focus groups, many participants stated that they now understand the importance of nutrition and the type of impact it can have on their families.

90% (270 out of the 300) low-income individuals participated in the Making CO Healthy program during the past year. The individuals completed pre and post surveys and showed statistically significant increases in knowledge about nutrition. At pretest nutrition knowledge was at 2.21 and at posttest 4.19, $p < .01$.

The closing of the community center has reinforced the need in this low-income community. Community members do not have many places to gather. Our organization is working with partners to help figure out plans for a new site or to find funding to help restore the closed site. The staff turnover has also taken a toll on our program. Our organization has taken this challenge as an opportunity to reevaluate our staff needs with the uncertainty of the third community site.

- **Please address programmatic, evaluative, or organizational changes that will be made based upon these lessons learned.**

Milestone Met (Response Example): As mentioned, program participants were much more interested in learning about nutrition guidelines and ways to incorporate those into their daily living. The information received from the focus groups has helped us to tailor and expand the nutrition portion of the curriculum.

The focus groups will continue to be implemented at the end of the curriculum to help gauge interests, perceptions and needs in the community. Also, the pre and post measure will continue to be used for each program implementation to help measure program effectiveness.

Milestone Not Met (Response Example): As mentioned, program participants were much more interested in learning about nutrition guidelines and ways to incorporate those into their daily living. The information received from the focus groups has helped us to tailor and expand the nutrition portion of the curriculum.

The focus groups will continue to be implemented at the end of the curriculum to help gauge interests, perceptions and needs in the community. Also, the pre and post measure will continue to be used for each program implementation to help measure program effectiveness.

The challenges our organization experienced were used as an opportunity to reevaluate staff needs and community need. The organization has decided to only hire for one new staff member and will expand the hours/days that the program is available for community at the two available sites. The new staff member will need to be trained in the curriculum. Through the expanded program hours and new staff our organization is confident that we will be able to meet the projected people served as agreed upon in the grant agreement.

Additional Information

- 3. If applicable, please share anything else that happened during the grant period that impacted the organization, either positively or negatively.**

The organization has made great strides in building relationships and partnering with other organizations within the community. The community partnerships have been very positive for our staff and the community members we serve. Staff is better able to make referrals for participants to help get them better connected to other types of services they need. Also, one of our community partners has helped us with our Spanish translation needs of materials which has helped us better serve the community.

- 4. Please share with us any recommendations you have for our grant making or reporting process.**

Our organization would like the opportunity or access to other grantees that are doing similar work to discuss lessons learned and share ideas.

ATTACHMENTS

Financial Statements

- 1. Please attach your organization's financial statements (Balance Sheet and Income & Expense Statement) for the year(s) in which the grant was used. Please explain any significant changes in your financial position.**

See attached for our (1) balance sheet and (2) income and expense statement for the year in which the grant was used. The income and expense statement will show that our organization has had a net loss over the last year, due to the fact that we did not receive a federal grant we had originally expected. We are currently seeking replacement funds from a variety of sources, including individual donors and a new signature event.

- 2. Please list your total project budget: \$165,000**
- 3. If reporting on a specific project/program, please provide income and expenditure information compared to the budget for that project or program. If there are any major variances, please explain.**

Overall, income and expenditures for our program are in alignment with our original budget. For our expenses, we have spent \$21,217 less than budget at the time of this report primarily due to the timing of hiring our new program coordinator. This variance shows up in the "personnel" line item of the budget. "Consulting," is slightly higher than budget due to increasing our scope of work with selected consultant.

- 4. Using the format below, please report back on actual expenditures compared to the approved budget for your grant (refer to your grant agreement if needed). This pertains specifically to the funds received by the Colorado Health Foundation. Any discrepancies should be explained in a short narrative section below.**

	Actual Grant Expenditures			
	Year 1	Year 2	Year 3	Total
Direct Costs				
Personnel	\$37,168	\$	\$	\$37,168
Benefits and Taxes	\$8,548	\$	\$	\$8,548
Total Personnel + Benefits	\$45,716	\$	\$	\$45,716
Program Services	\$43,496	\$	\$	\$43,496
Administrative/Operating	\$17,224	\$	\$	\$17,224
Travel/Mileage	\$5,000	\$	\$	\$5,000
Conference/Meetings	\$	\$	\$	\$
Training	\$10,000	\$	\$	\$10,000
Fund Development/Marketing	\$	\$	\$	\$
Other	\$	\$	\$	\$
Total Direct Costs	\$121,436	\$	\$	\$121,436
Indirect Cost % (Max 10%)				
Total Indirect Costs	\$	\$	\$	\$
Direct + Indirect Costs	\$121,436	\$	\$	\$121,436
Other Costs				
Consultants/Subcontracts	\$22,347	\$	\$	\$22,347
Equipment	\$	\$	\$	\$
Fiscal Sponsor Fee (if applicable)	\$	\$	\$	\$
Other	\$	\$	\$	\$
Total Other Costs	\$22,347	\$	\$	\$22,347
GRAND TOTAL	\$143,783	\$	\$	\$143,783

5. Budget narrative – as needed, please provide a brief narrative regarding actual expenses as compared to the approved budget.

Included in the total personnel and benefits, \$45,716 is the amount that has been incurred to date. This is constituted by a salary of \$37,168 and benefits and taxes are at a 23% rate. We experienced a delay in hiring, which is why our expenditures are lower than expected at this point for this line-item. We did, however, hire an individual with notable experience and years in the field – as a result the starting salary amount was higher and we expect to spend all funds allocated to personnel and benefits by the end of the grant period.

Program services (\$43,496) includes the following: print materials (\$12,600), curriculum, (\$20,000), instructor stipends (\$2,000), site rental (\$2,000 per site x 3 sites = \$6,000), and participant workbooks (\$2,896).

Administrative/operating (\$17,224) includes the following: office space (\$7,000), cell phone (\$320), internet (\$740), legal fees (\$3,500), general liability insurance (\$2,000), and office supplies (\$3,664).

Travel/mileage (\$5,000) includes mileage for the coordinator to travel between sites (rate of \$0.55 per mile).

Training (\$10,000) includes staff training that accompanied the curriculum we purchased, allowing us to participate in a “train the trainer” model and ensure long-term sustainability of our program implementation plans.

Consulting (\$22,347) represents costs incurred for our professional evaluators, who assisted us in identifying the curriculum purchased, designing an evaluation plan, survey instrument and focus group guide and measuring program impact (data collection, analysis, reporting and dissemination).

Note that a budget change request was approved to move \$12,000 from the program services line to the consultants line in order for us to design a survey instrument that we will own and use in the future without limitation.

6. **Considering all Colorado Health Foundation funds received to date for this grant, what amount and percentage of funds remain unspent at this time? \$21,217, 13%**
7. **If funds remain unspent, please briefly describe why and your specific timeframe for fully expending funds.**

We were underspent at this time due to a delay in hiring, which took two months longer than anticipated. Now that we are fully staffed, and because we hired our coordinator at a higher salary than anticipated, we expect to spend these remaining funds by March 2012.

Other Optional Attachments

8. **If you have conducted additional evaluation work other than the tracking of measurable results data, please share the report. Note: providing this attachment does not take the place of completing the narrative section on Progress and Results.**

See attached for report completed by our contract evaluator.

9. **Anything else relevant to the funded grant that you would like to share with the Colorado Health Foundation.**

Our program was featured as part of our local newspaper's "Making a Difference" series, which helped our organization reach new donors and exceed our fundraising target.

Please contact Sara Guillaume, Director of Grants Management, at (303)953-3672 with any questions regarding this report form. Please submit the completed report and any attachments to squillaume@coloradohealth.org.