



## Hope Endowment Fund and CBJ Social Service Grant Reporting Form

### **Reporting Requirements:**

Grantees must submit either an interim or final report **to be eligible** for another grant from the Juneau Hope Endowment or CBJ Social Service Grant Program. Because the Term of your 2020 grant goes past the 2021 application deadline, all 2020 projects must submit either an interim or final report (narrative and financial) with their 2021 Letter of Interest to be eligible to be considered for a 2021 grant. Interim and final narrative and financial reports should be submitted according to the following schedule.

**Interim Report due:** by January 30, 2021

**Final Report due:** by August 31, 2021

### **Narrative Report: (See Attached)**

The narrative report should expand on the **Project Outline** submitted with your application (or as amended through subsequent discussions between the Foundation and your organization) by detailing the **measurable outputs and outcomes** of your program due to the grant you received, e.g., number of people served, number of nights housed, number of people trained, etc. for each of the activities listed in the **Project Outline**.

Please limit additional narrative to two pages and include:

1. Description of modifications, if any, you made in the activities proposed, reasons and implications for the project
2. Discussion of what worked and what did not work, what difficulties you encountered, and any recommendations/suggestions you may have concerning this type of project in the future.
3. List of any press releases sent out and where sent.

### **Financial Report: (See Attached)**

Should include the following:

1. Time period covered by the report (through the end of December for interim reports)
2. Accounting of project income and expense formatted to show budget, actual, and any remaining balance. Please work from the budget you submitted or any approved changes to that budget; narrative on financial report should be limited to two pages and describe any significant changes in funding categories that were not previously discussed with the Foundation.
3. Include a statement that funds were used solely for their intended purpose, signed by person who has responsibility for ensuring this is so.

Name of Organization: \_\_\_\_\_  
 Contact for this Project: \_\_\_\_\_ Phone #: \_\_\_\_\_  
 Period Covered by Report: \_\_\_\_\_

**Narrative Report Format  
 Interim and Final Report**

**Please use the Project Outline, which was approved for this grant to provide actual outputs and results.**

| Timeline          | Activity | Responsible Party | Measurable Output | Actual Output/Results |
|-------------------|----------|-------------------|-------------------|-----------------------|
| <i>Objective:</i> |          |                   |                   |                       |
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**Please provide the following narrative (2 page limit).**

1. Description of the status of your project: include progress you have made since the grant was awarded and any significant changes as compared to the original proposal.
2. Description of what you accomplished in the project, include: number of people served due to project and evaluation of the impacts on the constituency.
3. Discussion of what worked and what did not work, what difficulties you encountered, and any recommendations/suggestions you may have concerning this type of project in the future.
4. Let us know if there is a way to piggyback on existing measures in place in order to make reporting easier.
5. Copies of any press releases sent out.

