**Reporting Requirements:**

All 2023 grantees must email to amy@juneaucf.org either an interim or final report (narrative and financial) **to be eligible** to be considered for a 2024 grant from the Juneau Hope Endowment or the CBJ Social Service Grant Program. Interim and final narrative and financial reports should be submitted according to the following schedule:

**Interim Report due**: by January 30, 2024 (Based on December 31, 2023 expenditures and progress)

**Final Report due**: by August 31, 2024

**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 **measureable 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 **major** 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; end of grant for the August final 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.

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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Narrative Report Format** Contact for this Project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone #:\_\_\_\_\_\_\_\_\_\_\_\_\_ **Interim and Final Report**

Period Covered by 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 |
| *Objective:* | | | | |
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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.

Name of Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Financial Report Format**

Contact for this Project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Interim and Final Report**

Report Period: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Provide a financial accounting of your project following the instructions described below. Provide as many rows as needed for your project. (Please note: Column B information has changed from previous years).**

Column A: List components of the project budget on which your Hope Fund award was based, include approved budget amendments.

Column B: List the Hope/CBJ dollar amount budgeted in your application (or as revised thru discussion with JCF staff) for each component.

Column C: List the actual expenses (if any) incurred in the project since the grant award date, by component.

Column D: List any Hope/CBJ grant funds **expended** to the budget components.

Column E: List other funding source funds or in-kind sources (non-Hope/CBJ) **expended** to the budget components.

Column F: List other funding source by name to the budget components.

Note: Columns D+E=C

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| --- | --- | --- | --- | --- | --- |
| Column A:  **Project Component (e.g., personnel, travel, consultant, supplies, printing)** | Column B: Hope/CBJ Budget | Column C: Actual Expenses | Column D: Hope/CBJGrant Expended | Column E: Other fund Source $ | Column F:  Name of other fund source |
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| **TOTAL** |  |  |  |  |  |

**With this signature, I certify that all funds received through the Juneau Hope Endowment Grant were used solely for the approved project budget as stated on this financial summary and narrative report.**

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Signature of Responsible Party Printed Name Date