**Hartford Foundation for Public Giving**

**Small Agency - Small Project Grant Report Form**

**Reporting Schedule :**

**Initial Template.** Complete **Columns 1 through 4** on the Report Template and return to Grants Administration within 30 days of receiving your grant award letter.

**Final Report.** Update **Columns 1-5 with data collected at the end of your project.** Return to Grants Administration at the end of your project as your Grant Close-Out Report.

**Reporting Instructions :**

(Refer to the table on Page 3. Please submit only the table as your grant report)

1. **Measure**. You may measure your project’s results in three ways, as explained below:
2. Quantity. How much did we do?
3. Quality. How well did we do it? (deliver the service, perform the task, etc.)
4. Impact. Is anyone better off as a result? This may be measured in terms of peoples’:
* Knowledge
* Skills
* Attitudes
* Behavior / Actions
* Circumstances
1. **Performance Measure**. Please select at least one performance measure for each type of measure. Examples of each might include:

|  |  |
| --- | --- |
| **Type** | **Performance Measures** |
| Quantity | * 2,000 kits distributed
* 10 new advocates trained
* Strategic plan completed
 |
| Quality | * 20 actionable leads developed
* 90% of participants rate training as good or excellent
* Achievement of strategic plan milestones (TBD)
 |
| Impact | * 10 overdoses reversed
* 75% of participants achieve at least one goal after 6 months
* 90% of families report improved emotional support
 |

1. **Data Sources / Collection**. Describe the data you are collecting for each performance measure. What is the source? How will you collect it? When will you collect it?
2. **Target / Goal.** Set a target for each measure. This could be a number (e.g., 50 participants), a percentage (e.g., 80% improve), or a milestone (e.g., website online).
3. **Actual.** At the completion of your project, enter the actual results (e.g., 52 participants). Please submit the completed form (without actual results) within 30 days of receiving your grant award letter. Please submit the completed for (with results) at the completion of your project.

**To upload the electronic version of this report**, log in to the grant portal and click “Edit” on your Small Agency Grant follow up form. If you have any questions on how to access the follow up, please contact Grants Administration at GrantsAdministration@hfpg.org. Be sure to include the name of your agency and grant number in your communication.

**Hartford Foundation for Public Giving – Small Agency - Small Project Grant Report Form**

**Organization Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Date:** \_\_\_\_\_\_\_\_

**Type of Report (check one):** \_ Initial Completed Template (due within 30 days of receiving grant award letter)

\_ Final (Due at end of Year One, as Grant Close-Out Report)

| 1. **Measure Type**
 | 1. **Performance Measure(s)**
 | 1. **Data Sources / Collection**
 | 1. **Target / Goal**
 | 1. **Actual**

**(at project end)** |
| --- | --- | --- | --- | --- |
| **Quantity**(how much?) |  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Quality**(how well?) |  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Impact** (is anyone better off?)* Knowledge
* Skills
* Attitudes
* Behavior / actions
* Circumstances
 |  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Optional Narrative: Challenges, Lesson Learned, and/or Unanticipated Outcomes (Box will expand to fit narrative):**

|  |
| --- |
|  |