MacLellan

POST-GRANT REPORTING WORKSHEET

This document will assist you in preparation of your post-grant report. When ready to submit, log in to your portal, find the appropriate report record, and fill in your answers online.

You should submit your report by the due date, *whenever your project is complete* based on your project start and end dates you provided on your grant request.

If your project term is not yet complete when you submit your report, it will be considered an INTERIM report.

You may need to submit an interim report, such as when applying for a new grant before your prior project term is complete. Collecting a report early provides us with a snapshot, but not the whole picture. Therefore, we do not consider it a final report until we have objectives information for your FULL project term.

- After our staff has received and reviewed your INTERIM report, we will reopen the report. After your project term is complete, based on the project end date you provided, log in to submit the final.
- Search for your report listed with a status of "Interim – reopened for final." Click edit to update your interim information with final information, then submit. You may overwrite old data with updates as needed.

TAB 1 – POST-GRANT REPORT DETAILS

Grantee Report: *Auto-filled*
Granting Foundation: *Auto-filled*
Amount Awarded: *Auto-filled*
Request: *Auto-filled*

Award Date: *Auto-filled*
Due Date: *Auto-filled*
Dates Measured: From the drop-down menu, choose how many months your report covers.

TAB 2 – OBJECTIVES UPDATE

When your grant was awarded, you provided us with proposed objectives to track the progress of your project. In this section please provide objective updates.

1. First, provide a **numeric** update.

2. Next, you have the option to provide a **brief explanation** for each objective. (500-character max)

3. Finally, you will report whether you **achieved** your target goal (including exceeding it), or whether you fell short of your target goal and **missed** it.

4. If you missed your target goal, provide the **primary reason** why from a drop-down list. The options include: Uncontrollable Act of God (flood, famine, earthquake, etc.), Uncontrollable Act of Man (wars, political coup), lack of funding for the project, general persecution, staffing problems, other projects became more urgent and drained resources, and other. If you selected "Other" as the reason for your shortfall, briefly provide more details.

Click on the "Edit" link next to each objective to provide your updates as listed above.

Below is an example of the information provided at both stages for one objective - first on the grant request, then on the post-grant report.

GRANT REQUEST

NAME	SUMMARY	LOW PROJECTION	HIGH PROJECTION
Master Trainers	To increase our training capacity, we will recruit new master trainers.	2	5

POST-GRANT REPORT

ACTUAL NUMBER	ACTUAL DETAILS	GOAL ATTAINMENT	WE MISSED OUR TARGET DUE TO:
1	We could not recruit enough master trainers because…	I missed my target goal.	Staffing Problems

TAB 3 – NARRATIVE UPDATE

We would like to provide you with a space to provide additional feedback. Questions 1-6 are required, but question 7 is optional. We suggest preparing your narrative content outside of the grants portal and transferring it to the portal when it's complete. This will allow you to check word counts and have a back-up in case your portal content doesn't save.

1. Did you find that your projected objectives were well chosen as a way to evaluate your project? If so, why? If not, why not? *(500-word max)*

2. Describe any unexpected positive results to your project. *(300-word max)*

3. Describe any unexpected challenges that you experienced with your project. *(300-word max)*

4. Describe any changes to program design, key staff, partnerships, timeline, or target population and the reasons for those changes. *(300-word max)*

5. What would you do differently next time? *(300-word max)*

6. Did you receive full funding for your project? If not, what percent did you receive and how did you amend your project? *(500-word max)*

7. Is there anything else you wish to share with us that you did not mention above? *(Optional; 500 max)*

TAB 4 – OPTIONAL ATTACHMENT*

*You may provide an attachment along with your report, though it is not required.