



Effective October 2023, reports related to all new grant agreements and interim reports for multi-year grants made prior to October 2023 may be delivered in writing OR verbally in a meeting with your program officer – your choice. The following report narrative questions will be used for both.

#### GENERAL INSTRUCTIONS FOR WRITTEN REPORTS

1. Your report must be completed and submitted online by the deadline in your grant agreement. [To log into the portal](#), simply use the same login information used for your organization's proposal. If you do not remember the email address that was used for your organization's profile, please contact our staff. Do not register again and create a new account.
2. Select the "Grant Reports to Complete" icon to access the report form and click the Grant Report link. Save frequently using the "Save" button on the application page, as the form will not autosave your work. This will also enable you to log out and return to your work later.
3. When you have completed the report and uploaded the required attachment(s), click "Submit." You will receive an email confirming that your report has been received.

**Please direct technical questions and feedback about the reporting process to Jennifer Perez Brown at [jennifer@sandhillfoundation.org](mailto:jennifer@sandhillfoundation.org).**

#### GENERAL INSTRUCTIONS FOR VERBAL REPORTS

1. The month before your report is due, the Primary Contact on your organizational profile will receive an email that allows you to opt into verbal reporting. A meeting will then be arranged with your program officer to discuss the questions below.
2. All required attachments will need to be uploaded to the portal at least two weeks prior to your scheduled meeting with your program officer. When you have uploaded the required attachment(s), click "Submit." You will receive an email confirming that your report has been updated.

**Please direct technical questions and feedback about the reporting process to Jennifer Perez Brown at [jennifer@sandhillfoundation.org](mailto:jennifer@sandhillfoundation.org).**

## REPORT NARRATIVE QUESTIONS

The following questions will be used for both written and verbal reporting.

1. Have there been changes in your organization and/or the project over the last year since the time the grant was awarded (e.g., leadership, strategy, budget, etc.)? (Limit 300 words)
2. Describe progress towards meeting the outcomes in your grant agreement. What successes and challenges did you face? What did you learn? (Limit 600 words)
3. What are your top organizational and/or project goals for the year ahead? If this is an interim report, please provide updated grant outcomes here for next year. (Limit 600 words)
4. What emerging issues are you seeing in the communities you serve? Do you have any new or deeper partnerships? (Limit 300 words)
5. What accomplishments are you celebrating and why? (Limit 300 words)

## DOCUMENTS TO UPLOAD (Please note that all documents must be uploaded as PDFs)

1. Original project and/or organizational budget submitted with your proposal and actual project and/or organizational budget (the true costs during the same timeframe). Provide a budget narrative regarding any major discrepancies between the projected and actual costs. (Required)
2. Copies of any relevant publicity or press coverage you've received. (Optional)
3. Other attachment(s) at your discretion (e.g., new strategic plan, dashboards, data analysis, theory of change, annual report, etc.) (Optional)