

## REPORT FORM

Please complete this application online. This PDF is for informational purposes ONLY.

### GENERAL INSTRUCTIONS FOR WRITTEN REPORTS

Written reports are due annually for multi-year grants (or see below for verbal report option) and final reports are due 30 days after the end of your full grant period.

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.

### GENERAL INSTRUCTIONS FOR VERBAL REPORTS FOR MULTI-YEAR GRANTS

Interim reports for multi-year grants may be delivered in writing *or* verbally in a scheduled meeting with your program officer – your choice. The same report narrative questions will be used for both written and verbal options.

1. The month before your interim report is due, the Primary Contact on your organizational profile will receive an email that allows you to opt into verbal reporting. Indicate your choice of written or verbal report in the online portal. If you check the box for a verbal report, your program officer will then arrange a meeting with you 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 attachment(s), click "Submit." You will receive an email confirming that your report has been updated.

Questions? Contact Darlington Martor at [darlington@sandhillfoundation.org](mailto:darlington@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 for the year ahead. (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 (i.e., the true costs during the timeframe). Provide a budget narrative regarding any major discrepancies between the projected and actual costs. (Required)
2. Any relevant publicity or media coverage you've received. (Optional)
3. Other unlimited attachments at your discretion (new strategic plan, dashboards, data analysis, campaign materials, theory of change, annual report, etc.) (Optional but encouraged)