



Capacity Building Grant Reports

Both nonprofits and funders alike have an accountability to the community for how grant funds are used and how the community is changed as a result of charitable activities. The grant report is intended to give the grantee a structured process for reflecting on its work and the grantee/funder partnership a vehicle for describing its impacts to the community.

Report Instructions

Email your completed report as an attachment to Dana Johnson at djohnson@sonomacf.org. Please do not fax your report, nor is it necessary to mail a printed copy. The report heading should include the following information exactly as it is presented here:

Capacity Building Grant Report

Grantee Organization Name:

Program or Project Name:

Grant Number and Grant Amount:

Period Covered by this Report:

Organization Contact Person and Phone Number:

Date: *(give the date the report is submitted)*

Respond to the following items in the order they are listed below. Please number them and *write the question or topic before giving your answer.*

1. List the organizational issues you proposed to address and describe the work accomplished on each issue. Please also address:
 - were you able to complete all the work you had planned?
 - did you revise or add to your workplan in any significant ways?
2. What significant impact(s) did the project have on your organization?
3. If your project involved strategic planning, long range financial planning or donor/fund development, what measurable outcomes (and due dates) did you set for your organization to work toward? What specific steps will you take to ensure that your outcomes are achieved?
4. If your project involved training or systems upgrades, describe the new outcomes you expect to achieve once either new skills or new systems are implemented. Describe how you will assess the degree to which such outcomes are achieved.

In addition to your narrative report, please report on your use of Community Foundation funds using the following table format. Report only on your Community Foundation grant funds and include only line items that were in your approved Community Foundation grant budget (see column 6, page 2 of your budget).

	Approved Budget for use of Community Foundation Funds	Actual Expenditures of Community Foundation Funds
Grant Amount:		-X-
Line Items:		
Totals:		

Please send the following items by regular mail:

- A computer generated general ledger detail of all grant expenditures; or, photocopies of all invoices and other backup documentation for how you spent your grant funds.
- One copy of any printed publicity about this grant.
- Other attachments you think are important (please keep these to a minimum).

Please send the regular mail portion of your report to:

Robert Judd
 Community Foundation Sonoma County
 250 D Street
 Santa Rosa, CA 95404-4773