

Key Updates on Reporting

We will be conducting a success report, which will align with your grant application submission in February 2025 for future funding requests. This mid-year report will serve as a crucial checkpoint to showcase the outcomes and outputs achieved with the current grant funding and to emphasize the need for ongoing support. You can begin working on it now, but it must be submitted with the application.

Narrative Goal for the Success Report

The goal of this report is to answer the essential "So What?" question regarding the impact of your program:

Why does this program matter, and how does it create lasting change in the community you serve?

For this grant, focus on demonstrating how the program's smaller outcomes contribute to meaningful community transformation:

- **Highlight smaller outcomes** as essential threads, such as individual services or improved accessibility.
- **Explain cumulative effects**—how these individual successes combine to drive broader progress.
- **Show how resilient communities** are built through each grant investment.
- Provide a nuanced view of progress, aligning the program's outcomes with the grant's overarching goals.

Together, these outcomes illustrate how every investment contributes to a collective picture of impact, fostering lasting change and shaping lives meaningfully. This narrative direction should underlie the structure of your report so that, by the end of reading it, anyone can clearly grasp the importance of your work and the grant's investment.

Recommended Structure for the Report

1. Introduction (Approx. 1/2 page)

- **Program Overview:** Summarize the program's mission and focus areas.
- **Grant Purpose:** Explain the grant's role in supporting key initiatives and improvements.
- **Objectives:** List key goals, such as improving quality of life, accessibility, or providing critical services.

2. Financial Summary (Approx. 1/2 page)

- Break down grant budget allocation
- Mention any matching funds or additional resources and their role in extending impact.
- Highlight how funds were used efficiently to maximize outcomes.

3. Measurable Outcomes (Approx. 1/2 page)

- Provide metrics on individuals or households served, services provided, and average cost per service/project.
- Show tangible improvements in safety, accessibility, and quality of life.

4. Success Stories (Approx. 1/2 page)

- Share 1–2 personal narratives illustrating the program’s transformative impact (e.g., a family’s improved living conditions or a client’s success story).
- Highlight collaboration with volunteers, partners, or other stakeholders.

5. Opportunities for Shared Learning (Approx. 1/2 page)

- Reflect on challenges faced and adjustments made during the project.
- Highlight unexpected outcomes and their impact on shaping program strategies.

6. Looking Ahead (Approx. 1/2 page)

- Outline sustainability plans, including additional funding efforts and expanded partnerships.
- Share goals for the second half of the year, especially if tied to the Letter of Intent (LOI) submission for potential program continuation.

Additional Guidance

Ensure the report is:

- **Concise:** Limit the content to no less than 2 and no more than 4 pages.
- **Impactful:** Emphasize how funding creates lasting community change.

Please email the completed report to kwilt@unitewaynsv.org on or before **February 14, 2025**.