

COMMON REPORT FORM FORMAT

Cover Sheet

The purpose of the Common Report Form is to help grantees save time in reporting to you and to help grantmakers simplify the process of gathering standard grant evaluation information.

Date of this Report: _____ This is a: _____Final Report _____Interim Report

Legal name of organization : _____
(Should be same as on IRS determination letter and as supplied on IRS Form 990.)

Executive Director/CEO: _____Phone number_____

Contact person/title/phone number
(if different from executive director): _____

Address (principal/ administrative office): _____

City/State/Zip: _____

Fax Number: _____E-mail Address:_____

Project/Program Name:_____

Purpose of Grant (one sentence):_____

Dates of the Project:_____ Amount of Grant Awarded: \$_____

Have there been any changes to your organization’s IRS 501(c)(3) not-for-profit status since your request for this grant? (yes or no):_____ If yes, please detail_____

Dates covered by this report: from_____to_____.

I declare that the following information and financial report is true, correct and complete, to the best of my knowledge.

Signature, Executive Director/CEO

Date

Typed Name and Title

COMMON REPORT FORM FORMAT
Narrative & Financials

I. Narrative — Two to five pages.

A. Results

1. What was the situation you sought to change with this grant? Explain the original goals and objectives of the grant and the changes you wanted to produce through the grant. Describe the strategies you used to accomplish your goals and milestones (milestones are the significant achievements leading to ultimate outcomes).
2. Explain the results of your work in outcome-based terms. For example, what difference did this grant make, what behaviors or activities changed and for how many people. Use numbers and percents wherever possible.
3. Variance from original goals may occur. In what ways did the actual project vary from your initial plans and were unexpected outcomes achieved?
4. Describe how collaborative/cooperative efforts with individuals and organizations involved in planning, implementing, funding and/or evaluating this project/grant affected outcomes.

B. Lessons Learned

1. What are the most important factors that helped you achieve your results and milestones? Specifically address and describe service delivery, advocacy, alliances or networks, and important relationships that helped you succeed.
2. What were the barriers or challenges that affected your success? Specifically, address and describe if your organizational capacity, financial resources, and/or external factors were relevant.
3. If you were to undertake this project again, would you do anything differently? If yes, please explain.
4. On a scale of 1-5 (**1= Not At All, 3=Somewhat and 5=A Great Deal**), rate the extent to which this grant accomplished the following and offer facts/evidence to support your rating:

_____ Shifts in Reframing the issue (e.g. the subject of your grant is viewed or understood differently by others as a result of your grant)

_____ Shifts in Individual/Community Behavior (e.g. actions around the issue have changed as a result of your grant)

_____ Shifts in Engagement (e.g. dialogue/organizations/voting; a critical mass is developing or changing as a result of your grant)

_____ Shifts in Institutions/Policy (e.g. a local, state, or federal policy or practice has changed as a result of your grant)

_____ Holding the Line (e.g. the current status was maintained in the face of opposition as a result of your grant)

C. Future Plans

1. What is your vision of this project over the next three years? Include plans and rationale for ongoing funding, expansion, replication or termination.

D. Victory Story

1. Please further your case by telling a “victory story” about this grant. Please include the numbers that help you convey the extent of your results.
2. Attach any printed material relating to the funded project: press or news items, brochures, letters of support, photographs, etc.

II. *Financials*

- A. Using the budget from the original application, provide detailed expenses and revenue for the project for this period. Provide narrative on any variances from the original projected budget.
- B. Include a complete, detailed accounting of how the specific grant dollars from this Foundation were spent. If necessary, download a copy of the budget format from our website, www.KnightFoundationMI.org, Funding Guidelines & Application page, Grant Application Form.