



## ***Funded Grant Report Requirements***

*“We all respond to emotionally compelling stories, and good nonprofits tell them. Great nonprofits tell them well and— even if they don’t lead with it—have a track record backing up their claims of impact with statistics. Anecdotes are not data sets, and emotional appeals should rest on, not replace, robust bodies of evidence.”*  
Thoughtful Blueprints, Well-built Houses, Scott Thomas, 2015

The Ellbogen Foundation requires a funded grant report clearly and concisely identifying the results of the work it made possible. This document is due to the Foundation 30 days prior to the spring/fall granting cycle, within 1 year of receiving funds or when all funds have been expended, whichever is sooner. The Foundation report deadlines are posted on the Foundation website: <http://ellbogenfoundation.org/index.php/grants/grant-reports-requests/>.

### **I. Cover Page**

Please complete the grant report cover page found at:

[http://www.ellbogenfoundation.org/index.php/download\\_file/210/](http://www.ellbogenfoundation.org/index.php/download_file/210/).

### **II. Grant Work and Services Narrative**

**Please include a(n):**

- a. Summary of the intended impact/results from the funded formal grant proposal;
- b. Description of actual grant implementation including:
  - A depiction of grant work that includes where you delivered your work, what set your work apart from others’ work (the quality of it), and the depth and dosage (how much, how often, for how long) of your work and/or services,
  - A profile of the population that was served, including their risk factors and how they were identified, as well as an analysis of whether or not you served who you intended to serve,
  - A review of key partnerships that extended your impact across the system, and helped you meet the comprehensive needs of your served population.
- c. Identification of actual grant impact/results, including:
  - Elaboration of what success looked like that incorporates details of who changed what by when and that specifies the changes in skills, knowledge, mindsets, behaviors, and/or circumstances achieved by grant work;
  - A report of the number of people you served through your grant work (unduplicated and duplicated count, as appropriate);
  - Clear and focused details of the assessment/evaluation tools and processes that led to quantitative and qualitative results from your work; please attach all relevant tools and processes that contributed to your assessment and evaluation

(e.g. survey templates, interview questions, etc.);

- A report of the quantitative and qualitative data collected during monitoring and implementation that provides evidence of the impact you had on people's lives;
- An explanation of how you built capacity – developed and invested in future capabilities – through your grant work and services that supports sustainable changes for individuals, organizations, communities and/or Wyoming.

### **III. Grant Work and Services Reflection**

**Please consider and share with us:**

- a. Did your grant work and services generate the intended and sustainable changes in the skills, knowledge, mindsets, behaviors, and/or circumstances of the people you served? Please be specific, and offer an analysis of why impact did or did not come to be.
- b. Did any unintended positive consequences result from your work? If yes, should they become intentional going forward?
- c. Defining and achieving success is highly valued. The Ellbogen Foundation equally values your reflections on what you learned about your work from both experiences and evaluations and how you used this data to inform your improvement efforts. Please share these insights. Did your grant work fall short of, meet, or exceed your expectations for impact for the population served? Why or why not? What would you do differently?
- d. What are your next steps?
- e. If you were sitting at the Foundation's table and making funding decisions, would you grant your proposal additional dollars based on the impact you achieved and how wisely you used your resources? Why or why not?

### **IV. Budget**

**Please include a(n):**

- a. Detailed budget of actual income and expenses with comparison to original budget.
- b. Rationale for changes in financial management if there are changes between original budget and actual budget.
- c. Updates to a long-term funding plan that supports the sustainability of grant work, and shows how that work will be supported by multiple partners/funders.