



## ***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. 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. Short summary of the work that you intended to do and that was funded by the Foundation for implementation;
- b. Description of actual grant implementation and impact including:
  - The actual work that was carried out with grant funds,
  - A profile of the population that was served through that work,
    - a. A report of the number of people you served through your grant work (unduplicated and duplicated count, as appropriate).
  - A summation of impact including:
    - a. Elaboration of why your work was impactful for those who were served: who changed what by when and any specific relevant changes in skills, knowledge, mindsets, behaviors, and/or circumstances achieved by grant work;
    - b. A review of any quantitative and/or qualitative data that was collected during your work;
    - c. An explanation of how you built capacity – developed and invested in future capabilities – through your grant work. That capacity could include sustainable changes for individuals, organizations, communities and/or Wyoming.
- A review of key partnerships and collaborations that were part of grant activities and impact.

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

**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.**

- a. Did your grant work and services get to the impact that you anticipated would result?
- b. Did any unintended positive consequences result from your work? If yes, should they become intentional going forward?
- c. 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. Concise rationale for changes in financial management if there are differences 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.