

Multi-Year Grant Reporting Instructions



The Basics

For all of the information you submit (except copies of documents such as press releases) we request the following:

- Please use a font size of 12 points or larger, and leave one-inch margins at the top, bottom, and sides of the page.
- Do not fax materials.
- Do not return the Instructions with your report.
- Do not include any materials you wish to have returned to you.

Submitting the Report

Mail one copy of the report to:

Con Alma Health Foundation
144 Park Avenue, Santa Fe, NM
87501

Email one copy of the report to:

clabore@conalma.org

Both the mailed copy and the emailed copy must be received (not mailed) by the appropriate deadline.

About Grant Reporting

Reports help Con Alma Health Foundation understand how well our grant has helped you achieve the goals you set in your proposal. They allow us to collect the information we need to be accountable for our grant making activities. We must have one report after six months of activities funded by our grant, and one report at the end of the grant period. The information you provide for this purpose is required.

We can also use information you provide to feature your successes and stories on our website, in our Annual Report, and other communications. Information you provide for this purpose is voluntary and provided in addition to the mandatory report.

Mandatory Elements

Mandatory elements of the report must include:

- The cover sheet provided with these instructions
- A narrative report of no more than six pages (*see instructions below*)
- Required attachments

Cover Sheet

The Cover Sheet is a Microsoft Word form. It may be easiest to fill out in Word. You can open the copy that comes with your email. You may also request us to fax you a copy by contacting clabore@conalma.org.

If the text you have to enter makes the Cover Sheet two pages long, that's acceptable. If you're not using Word to fill it out, you can add any text (explanations or changes) on an additional page headed "Cover Sheet page 2."

Narrative

The report narrative summarizes the progress you have made toward the goals and objectives you described in your original proposal, as well as the effects of the project on your organization and on the communities served. These are the questions to be answered or information to be provided in each section:

Section 1: Activities and Outcomes

1. Describe the activities funded by this grant and how they were carried out during this reporting period.
2. What are the quantitative outcomes (how many activities, hours, people served, etc.) of your efforts during the reporting period?
3. What are the qualitative outcomes (what is/will be different because of your activities) of this grant so far?
4. Describe how you determined these outcomes.

Section 2: Systems Change

1. What systems that affect the health of New Mexicans are your project working to change?
2. Describe your progress in promoting change in these systems, and how you are tracking your success.

Narrative

(continued)

3. How will the changes be sustained after your project is completed?
4. If the goals of your project included influencing public policy regarding health, please include a specific summary of the policies involved and the effects of your project.

Section 3: Organizational Change

1. Discuss any challenges or things that you've learned that have caused you to change your project activities or goals, and how you think the changes will improve outcomes.
2. Has this project made you think about, plan, or make changes in your organization? Please describe.
3. Have you learned anything from the project so far that you think might help others be more effective in their work? Please describe.

Section 4: Next Steps

1. Based on your work so far as well as your original proposal, what will be the next steps for your project to take?
2. Is there anyone new you need to connect with or collaborate to make your project more effective?
3. Do you need any technical assistance to make your project more effective?

Attachments

These attachments are required:

- A completed project evaluation form (the form submitted with your proposal.)
- A complete, detailed budget for the project, showing how grant funds are allocated and/or expended, and including other funding received to date for this project.

Voluntary Elements

You may also include an attachment of no more than one page that covers some or all of the following:

- A success story you want to share.
- The name and contact information for a client who would be willing to be interviewed about how the program funded by Con Alma has affected their life. We will honor client confidentiality.
- A quote (or quotes) from someone in your organization or community about the impact of the project funded by Con Alma. Please include information to identify the person quoted as a staff member, board, client, program volunteer, etc. We will respect requests for anonymity.

You may also include:

- Photos of your work in action (please include these in digital format with the emailed version.)
- Press releases or other publications about the project supported by this grant.

Extensions

We know that sometimes unforeseen problems come up. We can grant extensions for grant reports, but you must apply for the extension in writing at least ten days before the report is due.

To apply for an extension, send an email to clabore@conalma.org, including:

- The name of the project funded and the grant amount
- The report you need the extension for (interim or final)
- A brief explanation of why you need the extension
- The date you expect to be able to submit the report

A request for an extension does not guarantee that the extension will be granted, or that it will be granted for the date you specify, but we will try to accommodate your needs.