

## 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*

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### 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](http://www.KnightFoundationMI.org), Funding Guidelines & Application page, Grant Application Form.