**Guidelines for Grantees: Out-of-School Final Report**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Grant number: | |  | | | Organization: | | |  | | | |
| Grant Amount: | |  | | | Fiscal Sponsor (if any): | | |  | | | |
| Purpose of the Grant: | | | |  | | | | | | | |
| Grant Start Date: | | |  | | | | | Grant End Date: | |  | |
| Date Submitted: | | |  | | | | |  | |  | |
| Name of person completing this report | | | |  | | | | | Title |  | |
| Email: |  | | | | | | | | Phone: |  | |
| Grantmaking strategy | | | | Building Strong Communities | | | Economic Security | | | | Education |
|  | | | | Immigration | | | Regional Planning | | |  | |
|  | | | | other (please specify): | |  | | | | | |
|  | | | |  | |  | | | |  | |

overview

Silicon Valley Community Foundation wants to learn about your progress and lessons learned. Please be as candid, reflective and succinct as possible. We are equally interested in hearing about your successes and challenges, and how you have addressed them.

Further payments, if applicable, are contingent upon receipt and approval of this report as are considerations of future grant requests. If you need assistance contact us at [grants@siliconvalleycf.org](mailto:grants@siliconvalleycf.org) or 650.930.9885.

submitting your report

**Submit your report by email in PDF format to** [**grants@siliconvalleycf.org**](mailto:grants@siliconvalleycf.org) with a subject line that indicates this report is an interim report and lists the grantmaking sub-strategy from which the funds were received (ex. – Final Report: Out-of-School Strategy).

1. Review the purpose of your grant as stated in the grant agreement and tell us the extent to which that purpose was met.
2. Review the grant outcomes and activities you planned to conduct as stated in the proposal that was submitted and in the grant agreement. Please tell us your actual outcomes (according to the evaluation map) and activities and explain any changes or additional accomplishments.

Please report on the following indicators:

      # of students served

      % of students served that are on federal free or reduced lunch programs

      % of students served who are Latino, African American, Pacific Islander or from any other underserved community

      % of students served that met or exceeded grade-level Common Core mathematics standards.

      % of students that are on path to be placed in 9th or 10th grade Geometry.

1. Please describe the program’s strengths and weaknesses.
2. Please describe any challenges encountered. Were your expectations for the program on target? What is new or different in the context that you were operating?
3. We look for ways to share the impact of organizations with our board, our donors and the media, so please share a story that emerged from your work that was supported by this grant. Please be specific about the story, i.e. what professional development services did the program entail and how did that make a difference in the students’ outcomes?
4. What additional information do you think the public should know about your work in this particular area? Have conditions changed?
5. Beyond what was discussed above, how was the grant significant to your work? Were there any important lessons learned?
6. Were there any significant “field-building” outcomes or lessons learned that you think could inform the community foundation’s work in this area? If you were to advise another nonprofit in this field to do the same proposed work, what advice would you give?
7. What is the future of your program? Has it ended? Is it ongoing? If so, how will it be funded? Have you identified sources of funding to ensure its continuation?
8. Please share any feedback you have about our grant process (the Request for Proposal process, the reporting forms, deadlines, accessibility of staff for questions, or any other part of the process).

11. Please attach the following to your completed report:

A detailed income and expense statement for your program that identifies primary sources of revenue

A copy of the original program budget you submitted to the community foundation with your proposal.

If your actual expenses were different from those anticipated, please explain. The income and expense statement should be consistent with the original budget format.

Copies of any publicity or press coverage about the project and any supplementary material you think might interest the community foundation.

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Signature of Executive Director, CEO or President