**FY24 Community Projects Fund Grant**

**Grant Agreement Programmatic Report Template**

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| **Report Summary** | | | | |
| 1. Report Title: |  | | | |
| 1. Date of Report Submission: |  | 1. Invoice/Request for Grant Payment # linked to this report (if any): |  |
| 1. Report Performance Period (# or Final): |  | 1. CY Date Range of Report: |  |

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| **Award Summary** | | | | | | | | | |
| 1. Grant Agreement #: |  | | 1. Purchase Order #: | | | |  | | |
| 1. Grantee: |  | | | | | | | | |
| 1. Grantee ID #s: | EIN #: |  | | SDAT #: | |  | CVRS #: |  | |
| 1. Agreement Title: |  | | | | | | | | |
| 1. Administering Dept: |  | | | | | | | | |
| 1. Grant Term: | From: |  | | | To: | |  | |  |

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| **Award Points of Contact (POC) - Update from Grant Agreement as necessary** | |
| 1. Primary Grantee POC: Include name, job title, Phone #, and email. |  |
| 1. Secondary Grantee POC: Include name, job title, Phone #, and email. |  |
| 1. Grant Monitor: Include name, job title, Phone #, and email. |  |
| 1. Grant Administrator: Include name, job title, Phone #, and email. |  |

**Programmatic Report Instructions**

**Coversheet Instructions:** The coversheet above, filled out with information from your Grant Agreement, should be the first page of your report even if you change the overall formatting of the report. Including this as the first page will significantly expedite processing of your reporting and ultimate payments.

**General Instructions:** The Programmatic Report is an opportunity to outline the progress made during the cited Performance Period towards achieving the goals set within your Grant Agreement. The Performance Plan, as well as the overall scope and other materials, included in your Grant Agreement will be the benchmark that the report will be evaluated on.

* The questions should generally be addressed in a narrative format below.
* The use of statistics and metrics are encouraged, where applicable. All required metrics, as detailed in your Performance Plan and Grant Agreement terms, should also be submitted as an attachment in MS Excel.
* If elements or reporting items do not fit well into this narrative template, Grantees are encouraged to submit additional attachments as charts, graphics, pictures, tables, work examples (i.e. brochures, posters, training slide decks, etc.) and/or other non-narrative elements are welcome if they help illustrate your progress and/or impact.
* Supporting elements should be uploaded as PDF files to ensure formatting remains consistent. As noted above, the only exception to this rule are data elements which should be submitted as MS Excel files. Files must NOT be submitted as Mac formatted files (i.e. Pages, Keynote, and/or Numbers).
* Additional files that support this report should be uploaded separately and listed as part of Question VI below.
* Submission of multi-media supporting elements, such as videos, is allowed and encouraged, if applicable. However, these should be uploaded to a file or video sharing website (i.e. YouTube) and then provide a link to be included in the report submission.
* Grantees may use an alternate format to this template so long as all questions below are directly addressed and a completed coversheet above is the first page of the file.
* **If a Grant Monitor finds the report insufficient based on the terms of the grant, they have the right to require revisions and/or additional supporting materials before payments will be made.**

**Question Instructions:** Please be clear, direct, and concise as you address each question. Instead of requiring a long narrative, OGM encourages Grantees to provide attachments, links, or other supporting elements that compliment the narratives for the questions below. The report should only be as long as necessary to provide a full and complete accounting of efforts and impacts toward achieving the goals outlined in the Grant Agreement. Case studies, examples, success stories, or other key details are encouraged to be included when they add to the overall story of your progress. Exceeding the limits below is allowed if the applicant believes it is necessary to illustrate a challenge, opportunity, impact, or other factor.

**Programmatic Report Questions**

1. **Performance Plan Progress (500 words/1 page preferred limit not including any supporting attachments):** Outline the progress made during this Performance Period against the milestones, metrics targets, outcomes, and/or other impacts cited in the Performance Plan, as well as other attachments as applicable, included in your proposal and Grant Agreement. Include graphics, charts, tables, or other tools as necessary to summarize or highlight these results. Additional attachments are encouraged to support this summary narrative. ***All statistical data for the Performance Period, as identified in the Performance Plan, must be attached as an MS Excel file.***
2. **Achievements and Challenges (1,000 words/2 page preferred limit not including any supporting attachments):**
3. Briefly describe whether the grant activity is meeting the timeline established in the grant agreement or if the activity is ahead/behind schedule.
4. What went well with the implementation of the Grant Agreement during this Performance Period and how did that impact the achievement of your goals? What strategies or other measures contributed, in your view, to these positive outcomes? What contributed to these positive outcomes that was outside of your control?
5. What challenges did you encounter during this Performance Period with the implementation of the Grant Agreement and how did this impact the achievement of your goals? What strategies or other measures did you use to mitigate or overcome these challenges? Which were successful, not successful, and which were outside of your control? These may include delays in implementation, lower-than-expected turnout to events, etc. Please be as candid as possible. It is important for MCG to learn from successes as well as challenges in order to improve future programming.
6. **Success Story (500 words/1 page preferred limit not including any supporting attachments):** If applicable, include one or more success stories from your work this Performance Period. A success story should demonstrate impact on your target beneficiaries that cannot be fully captured through data and metrics. It can include testimonials or quotes from beneficiaries demonstrating how your activity has made a positive impact on their lives or changed their views on a particular subject.
7. **Activities Planned for Next Reporting Period (250 words/.5 page preferred limit not including any supporting attachments):** Provide a brief summary or list of bullets for activities planned the following Performance Period.For example:

* *A two-day training workshop for 50 beneficiaries on Y legislation, planned for X dates.*
* *Production of 500 pamphlets explaining the legislation by X date.*
* *Distribution of 500 pamphlets to grantee beneficiaries in Z geographic area by X date.*

1. **Programming Insights (250 words/.5 page preferred limit not including any supporting attachments):** Montgomery County’s implementing partners have a grass-roots, community level perspective on the County needs, challenges, and opportunities. Through the implementation of this program, have you developed any special insights on opportunities, needs, or other issues that you think the County, or the broader community in this sector, should know about? If so, what are they? These can be directly related to your program or not at all.
2. **List of Attachments to Report:** Please provide a list of all attachments and other supplemental materials that you want associated with this report. This will ensure that the full range of reporting resources provided are documented. Active hyperlinks in this report or other report attachments do not need to be re-listed. For example:

* *Spanish Language Voter Info Pamphlet*
* *Wheaton Community Event attendance and survey response tables*
* *College prep curriculum workflow diagram*