**Montgomery County, MD – Office of Grants Management**

**Grant Agreement Programmatic Report Template**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Award Summary** | | |  | |  | |  |  |
| *Direct Purchase Order #:* |  | | | | | | | |
| *Agreement #:* |  | | | | | | | |
| *Grantee:* |  | | | | | | | |
| *Agreement Title:* |  | | | | | | | |
| *Source of Funds:* |  | | | | | | | |
| *Appropriation:* |  | | | | | | | |
| *Awarding Program:* |  | | | | | | | |
| *Issued by:* |  | | | | | | | |
| *Grantee POC Name:* |  | | | | | | | |
| *Address:* |  | | | | | | | |
| *Phone and Email:* |  | | | | | | | |
|  |  |  | |  | |  | | |
| *Grant Monitor:* |  | | | | | | | |
| *Address:* |  | | | | | | | |
| *Phone and Email:* |  | | | | | | | |
| *Grant Administrator:* |  | | | | | | | |
| *Address:* |  | | | | | | | |
| *Phone and Email:* |  | | | | | | | |
|  | | |  | |  | |  |  |
| **Programmatic Report Specifics** | | |  | |  | |  |  |
| *Grant Agreement Performance Period #:* | | |  | | | | | |
| *Grant Agreement Performance Period Dates* | | |  | | | | | |
| *Date of Submission* | | |  | | | | | |

**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. Your submitted proposal, scope of work, performance plan, and/or other performance documents attached to (or within) the Grant Agreement will be the benchmark that the report will be evaluated on. The questions should generally be addressed in a narrative format but 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. If elements or reporting items do not fit well into this template, Grantees are encouraged to submit additional attachments as appendices to their report. **Grantees are also not required to use this specific template format so long as the table above is included as a cover page to the report (to help expedite processing times) and the questions below are sufficiently addressed in the alternative format.** The use of statistics and metrics are encouraged, where applicable, but all required metrics should also be submitted as an attachment in MS Excel. **This report may also be used as a final report and provide information about the specific reporting period as well as cumulative progress for the entire grant agreement period of performance.**

**Questions:** Please be clear, direct, and concise as you address each question. 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. Providing attachments to compliment the narrative below are welcome.

1. **Major Activities:**
2. What milestones, metrics targets, outcomes, and/or other impacts were achieved based your goals during this Performance Period in line with your Grant Application?

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Brief description of Activity | Key Performance Indicators disaggregated by gender, age etc. | Zip codes served | Progress toward targets | Milestones reached during this performance period |
| Activity 1 |  |  |  |  |  |
| Activity 2 |  |  |  |  |  |
| *Add lines as necessary* |  |  |  |  |  |

1. **Achievements and Challenges:**
2. Briefly describe whether the grant activity is meeting the timeline established in the grant agreement or if the activity is ahead/behind schedule.
3. What progress has been made during this Performance Period to future milestones, metrics targets, outcomes, and/or other impacts based the program’s long-term goal?
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:**
7. If applicable, include one or more success stories from your work this reporting period, either in this section or as an attachment. A success story should demonstrate impact on your target beneficiaries. 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. For example, you may include testimonials received through an evaluation form distributed to participants at the end of a training workshop.
8. **Activities Planned for Next Reporting Period:**
9. Provide a brief summary or list of bullets for activities planned the following reporting period. *For example:*

* *A two-day training workshop for 50 grantee 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**
2. 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.