

**Silicon Valley Community Foundation
Progress Report Guidelines**

Grant number: _____ Organization: _____
 Fiscal Sponsor (if any): _____ Grant Amount: _____
 This report covers the period from (date) _____ to (date) _____
 Name/Title of person completing this report: _____
 Phone: _____ Fax: _____ Email: _____
 Purpose of the Grant: _____

Grant Funding Area:
 Economic Security Education Immigrant Integration
 Regional Planning Safety Net
 Other (please specify): _____
 Date report submitted to the community foundation: _____

Silicon Valley Community Foundation wants to learn about your progress with regard to the program funded by the community foundation. The following questions are intended to help you capture your experience -- experience that can inform your work, and our grantmaking as well. 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. We want to know about your progress toward grant goals and objectives, including unexpected or serendipitous results. Please also tell us about the difficulties encountered, the disappointments or even failures.

If the grant award is to be paid in two installments, an interim progress report is due to the community foundation 45 days after expending the initial grant payment. Final reports are due 45 days after expending the entire grant. Your report is due on _____. 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 or 650-450-5539.

How to Submit Your Report: Email: grants@siliconvalleycf.org
 or hard copy to:
 Grantmaking Associate
 Silicon Valley Community Foundation
 2440 West El Camino Real, Suite 300
 Mountain View, CA 94040

Note: We prefer to receive reports electronically, and if you send your report by email, there is no need to also send a hard copy (unless there are attachments that cannot be sent electronically).

Guidelines: Projected outcomes noted in the grant agreement and proposal should serve as the basis of the information of your report.

Progress Report Narrative (should not exceed four pages using 12-point font)

1. Please 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 and activities and explain any changes or additional accomplishments. If the grant was for direct service, please indicate number of additional clients served as a result of the grant.
3. Please describe the program's strengths and weaknesses.
4. 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?
5. We look for ways to share the impact of organizations with our board, our donors and the media, so please share a client story that emerged from your work that was supported by this grant. Please be specific about the story, i.e. what services did the client receive and how did that make a difference in the client's situation? You may identify the client by age, gender and either first name or city of residence, and please refer to a specific client and not a composite.
6. What additional information do you think the public should know about your clients and about work in this particular area? Have conditions improved or deteriorated? What changes does your organization see in its client base?
7. Beyond what was discussed above, how was the grant significant to your work? Were there any important lessons learned?
8. 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?
9. 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?
10. 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 support, and 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.

Signature of Executive Director, CEO or President

Date

Grant # _____