

# Association of Baltimore Area Grantmakers

## Common Reporting Format

Instructions: All reports should be submitted in 12-point font, single-spaced with 1-inch margins. For a list of funders who accept the *Common Reporting Format*, and those who request additional information, please see ABAG's website: [www.abagmd.org](http://www.abagmd.org).

### I. Executive Summary

1. In three to five paragraphs, highlight the major accomplishments of the grant. Include the dates of the reporting period and details, as appropriate, on tangible outputs and outcomes, collaborations or partnerships with other organizations, additional funding received to support activities, lessons learned, and plans, if any, to continue grant activities.

### II. Grant Outcomes (maximum of 5 pages)

The following outline is a guide to the information to be provided in the post-grant report narrative. Use the format as appropriate for your organization's request.

#### A. Anticipated Results and Outcomes Achieved

1. Briefly summarize the purpose of the funding received and the issue or need that was addressed.
2. Describe program or project implementation. Highlight specific activities that contributed to success; describe any unanticipated implementation challenges, including resource limitations, and how they were addressed. If applicable, provide demographic and geographic information regarding the community or population that benefited from or was served by the grant.
3. Summarize the anticipated results (outputs and/or outcomes stated in the original proposal) and the degree to which they were achieved during the reporting period. Provide quantitative and/or qualitative evidence that demonstrates and measures success of the grant activities.
  - For general support requests, describe how the grant affected organizational capacity, sustainability, and achievement of measurable results for the organization. Provide examples, if possible.
4. If applicable, indicate additional funding received to support program or project activities (amount and sources) or other factors that affected achievement of results.

#### B. Lessons Learned and Sustainability

1. Describe any lessons learned related to implementation, scope of activities, target population, collaborative relationships, measuring impact, or other factors. What advice would you share with others seeking to do similar work?
2. What are your plans, if any, for continuing the work started by this grant?
3. What recommendations do you have for the Foundation to maximize the impact of its funding in this area or better support grantees?

### III. Attachments

#### A. Finances

1. Provide a fiscal report, including original budgeted amounts and actual expenditures from this grant. If applicable, provide a short narrative explaining significant variances or other unclear financial line items.
  - For operating support grants, provide your organization's year-to-date operating budget with estimated and actual expenditures.

**B. Optional:** You may include press releases, recent newspaper/magazine articles, photographs, brochures, or other materials highlighting the grant-funded activities and accomplishments.

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### FISCAL REPORT—PROGRAM/PROJECT FUNDING

This format is optional and can serve as a guide to financial reporting. If you already prepare project budgets that contain this information, you may submit them in their original forms. Attach a narrative explaining the budget, if necessary.

#### PROGRAM/PROJECT INCOME

Grant Period: \_\_\_\_\_

<u>Source</u>	<u>Anticipated Income</u>	<u>Actual Income</u>
<i>Support</i>		
Government grants	\$	
Foundations	\$	
Corporations	\$	
United Way or other federated campaigns	\$	
Individual contributions	\$	
Fundraising events and products	\$	
Membership income	\$	
In-kind support	\$	
Investment income	\$	
<i>Revenue</i>		
Government contracts	\$	
Earned income	\$	
Other (specify)	\$	
	\$	
	\$	
<b>Total Income</b>	<b>\$</b>	

#### PROGRAM/PROJECT EXPENSES

<u>Item</u>	<u>Proposed Budget</u>	<u>Actual Expenditures</u>
Salaries and wages (break down by individual position and indicate full- or part-time)	\$	
	\$	
	\$	
	\$	
<b>SUBTOTAL</b>	<b>\$</b>	
Insurance, benefits, and related expenses/taxes	\$	
Consultants and professional fees	\$	
Travel	\$	
Equipment	\$	
Supplies	\$	
Printing and copying	\$	
Telephone and fax	\$	
Postage and delivery	\$	
Rent and utilities	\$	
In-kind expenses	\$	
Depreciation	\$	
Other (specify)	\$	
	\$	
<b>Total Expenses</b>	<b>\$</b>	
<b>Difference (Income less Expenses)</b>	<b>\$</b>	

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<b>FISCAL REPORT—OPERATING SUPPORT</b>
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This format is optional and can serve as a guide to fiscal reporting. If you already prepare an organization budget that contains this information, you may submit it in its original form. Attach a narrative explaining the budget, if necessary.

**ORGANIZATION INCOME**

**FISCAL YEAR:** \_\_\_\_\_

<u>Source</u>	<u>Estimated</u>	<u>Actual</u>
<i>Support</i>		
Government grants	\$	
Foundations	\$	
Corporations	\$	
United Way or other federated campaigns	\$	
Individual contributions	\$	
Fundraising events and products	\$	
Membership income	\$	
In-kind support	\$	
Investment income	\$	
<i>Revenue</i>		
Government contracts	\$	
Earned income	\$	
Other (specify)	\$	
	\$	
	\$	
	\$	
<b>Total Income</b>	<b>\$</b>	

**ORGANIZATION EXPENSES**

<u>Item</u>	<u>Estimated</u>	<u>Actual</u>
Salaries, wages, and benefits	\$	
Insurance and taxes	\$	
Consultants and professional fees	\$	
Travel	\$	
Equipment	\$	
Supplies	\$	
Printing and copying	\$	
Telephone and fax	\$	
Postage and delivery	\$	
Rent and utilities	\$	
In-kind expenses	\$	
Depreciation	\$	
Other (specify)	\$	
	\$	
<b>Total Expenses</b>	<b>\$</b>	
<b>Difference (Income less Expenses)</b>	<b>\$</b>	