

# Reporting Guidelines

Deadline: December 1, 2017



The Community Foundation of Greater Peterborough is excited to learn how the grant you received has assisted your organization and what you were able to achieve with the funding you received from us. We would like to share your stories of success with our donors and the public. We would also like to use your report to learn more about the needs of the charitable sector in Greater Peterborough and to help us take proactive action where possible in our community.

Reportin

Your project may not yet be complete but please provide us a snapshot of your progress to date. We understand that your time is valuable so we want you to keep your progress report to **under 2 pages** in length and **electronic** in format. Please refer to both your original grant application when writing your report, and the following guidelines:

We are interested in **answers** to the following questions as they relate to your grant:

- How are your plans unfolding? Are you experiencing any challenges? What is exciting you?
- If you have completed your project, were your original objectives met? If yes, what contributed to that success? If not, what were your key challenges, and how did you adjust the project?
- Were there any unanticipated outcomes, benefits or challenges associated with this project? What did you learn?
- What impact has the project had on your organization and in the community?

We are particularly interested in hearing your **stories**.

- Please share a specific anecdote or two about somebody who benefitted from or participated in the project.
- If possible, please provide a few digital photos that illustrates the story. If people are identifiable in the photos, please provide names and permission of individuals shown in the picture.

Additional Attachments (electronic only please)

- You may attach PDF copies of newsletters, or links to web pages, media coverage etc. demonstrating appropriate recognition for the Community Foundation.
- You may also attach a financial summary showing how the funds were spent compared to your original budget.

Please provide the name, and contact information for the person completing the report, and submit the report **electronically** to [info@cfgp.ca](mailto:info@cfgp.ca).

A member of our Granting Committee may call you for further follow-up - we love hearing your stories!