

Reporting Guidelines, 2021



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.

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 **just one page** in length and **electronic** in format. Please refer to both your original grant application when writing your report, and the following guidelines:

What should we report on?

Here are some things you might consider sharing:

- How your plans are unfolding
- Description of challenges you are facing
- What you're excited about
- The impact of your work, and especially in the form of stories that we can share with the community

- If possible, please provide a few digital photos that illustrate your report. If people are identifiable in the photos, please provide releases giving the permission of individuals shown in the picture, according to your internal policies.

Can we send other materials?

- You may attach electronic copies of newsletters, annual reports or links to web pages, or media coverage especially highlighting places recognizing the Community Foundation.

How do I submit my report?

If you applied for a grant through the Foundation's online grant portal, your report should be submitted through that portal: <https://www.grantinterface.ca/Home/Logon?urlkey=cfgp>

If you received a grant from the Emergency Community Response Fund, your report should be submitted through that portal: <https://cfc-fcc.smapply.io>