Reporting Guidelines

The Community Foundation of Greater Peterborough is excited to learn how the grant you received has helped your organization and the people you serve.

We would like to share your stories with donors and the wider public. We also use your reports to learn more about community needs and to inform funding decisions.

Please provide us a snapshot of your organization's current work generally, or, if your grant was directed to a particular project, please focus on that program. We understand that your time is valuable so we ask that your report be no more than one page in length and submitted electronically. If it's easier for you to share your report verbally, we can schedule an interview – either virtually or in person. We also welcome any accessibility requests and will make every effort to accommodate them.

If applicable, please refer to both your original grant application and your grant agreement when writing your report.

What should we report on?

All information in your report may be shared with the Foundation's board, donors, or other community members. Here are some things you might consider including:

- How your plans are unfolding
- Description of challenges you are currently facing
- What you are excited or hopeful about
- The impact of your work, especially in the form of stories that we can share
- 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?

- Links to relevant URLs are preferred but you can also send PDF attachments.

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 Gender Equality Fund, your report should be submitted through that portal: https://cfc-fcc.smapply.io

If your grant was made without an application, please email your report to katelyn.james@cfgp.ca

Community Foundation of Greater Peterborough
202-261 George Street North, Peterborough, ON K9J 3G9
www.cfgp.ca info@cfgp.ca (705) 740-2347