



NEIGHBORHOOD CONNECTIONS GRANT REPORT GUIDELINES

Overview

Neighborhood Connections requires all grant recipients to prepare a final report on your project activity and expenditures.

We greatly appreciate your candor and thoughtful review of your project experience. *Be assured that we do not share these documents with any other organization or funder.*

Please use the requested format for your report. Final reports should include a review of performance and activities covering the entire grant period.

Grant Reporting

Please make sure you have done the following:

- Completed the Final Financial Report on pages 4 & 5.
- Answered the questions on pages 6 & 7.
- Typed responses to the narrative report questions on page 8.
- Attached copies of any pertinent news articles, press releases, awards, etc.
- Mailed a copy of this completed report to Neighborhood Connections within one month of your project's completion: Neighborhood Connections, 5000 Euclid Avenue Suite 310, Cleveland, OH 44103
- Returned funds not spent during the grant period to Neighborhood Connections unless you received authorization to extend the award beyond the original end date of the grant.



NEIGHBORHOOD
CONNECTIONS

Organization Name: _____

Contact Name: _____

Project Title: _____

Grant Period: _____

Dates covered by this report: _____

	Amount Approved	Amount Expended	Balance
Personnel Expenses			
Salaries & Wages			
Stipends			
Non-Personnel Expenses			
Contract Services			
Space			
Equipment			
Travel/Related Expenses			
Supplies			
Other (specify)			
Other			
Total Project Expenses			

Financial Report Prepared By: _____

Name (please print): _____

Signature: _____

Date: _____ Telephone, Fax: _____ Email: _____



**NEIGHBORHOOD
CONNECTIONS**

**FINAL FINANCIAL REPORT
Budget Match**

Please tell us how you matched the funds that you received from Neighborhood Connections.

Cash or Grants from Other Sources

(This amount serves as a match to the amount you are requesting from Neighborhood Connections.)

	Other sources of funding (cash or grants)	Amount
		\$
		\$
		\$
		\$
B.	Subtotal Other Sources Cash	\$

In-Kind Sources

(This includes volunteer labor, goods, services and supplies that are donated. This amount also serves toward your match amount)

	Description (Type and Source)	Value
	__ (#) of Volunteers X __ (hours) X \$12/hour	\$
		\$
		\$
		\$
		\$
		\$
C.	Subtotal In-Kind Sources	\$

Your Match	B _____	+	C _____	\$ _____
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NEIGHBORHOOD
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Please write a **brief summary** of your project - one or two paragraphs that provides an overview including the goals and outcomes.

Please answer the following questions:	Did not meet	Partially met	Met	Met somewhat	Met very well	Does not apply
Our project built positive relationships among residents in our neighborhood based on equality and the valuing of everyone's contribution.						
Our project supported leadership development within our neighborhood.						
Our project brought together people who did not previously know each other.						
Our project connected with residents or groups from other neighborhoods.						
Our project received helpful technical assistance from Neighborhood Connections to meet our goals.						
Our project received helpful assistance from another group or funding agency.						
Other						



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Diversity: We would like to know the diversity of your project. Please *estimate* the number of people in each category.

Age	#	Gender	#	Race	#	Housing	#
Senior (over 65)		Female		African Amer.		Homeowner	
Adult (20-65)		Male		Anglo		Renter	
Youth (19 & under)							
		Other		Asian		Unknown	
				Latino			
				Mixed Race			
				Native Amer.			
				Other			

New relationships: approximately how many people, who were strangers at the beginning of this project, now know each other's names as a result of their work together on this project? _____
(These people can be leaders, volunteers, or people who attended an event.)

Community Involvement:

	Less than 25	26-50	51-75	76-100	More than 100
How many residents were involved in your project?					
How many people did you anticipate would benefit from your project?					
How many will actually benefit?					

Tell us what **New Skills** you or anyone in your group gained while completing this project:

- ___ Running community meetings
- ___ Relationship building –networking
- ___ Budgeting
- ___ Finding assets and resources
- ___ Outreach & Communication
- ___ Events planning
- ___ Navigating bureaucracy
- ___ Implementing a project
- ___ Organizational skills
- ___ Supervising
- ___ Working with volunteers
- ___ Evaluation of a project
- ___ Other: please specify



NEIGHBORHOOD
CONNECTIONS

Did you use Neighborhood Connections' directory to make connections with other groups? ___
If yes, how many connections did you make? ___ Please tell us, briefly, for what purpose:



GRANT NARRATIVE REPORT

OVERVIEW

Please answer all the questions in the order listed (*retype the questions into your report as headings*). Please be brief, no more than three pages. Include the name of your group, your project title, and any new contact information.

I. PROJECT INFORMATION

1. Please summarize your original expected outcomes for this project and how you had planned to achieve them.
2. What are the main accomplishments of the project? How were they achieved? How were the grant funds used? What, if any, is the lasting impact that your project will have on your neighborhood?
3. The program recognizes that circumstances can change, possibly impacting on project implementation. What, if any, difficulties have you encountered; why did they occur; and what refinements or plans did you make to overcome them?
4. How did this opportunity encourage new or stronger relationships between your organization and other organizations, both in your neighborhood and beyond? Please list any groups that collaborated with you on your project and briefly describe the nature of the collaboration.
5. How did this opportunity build your organization's capacity (i.e. skills, knowledge, and/or leadership ability) in any significant ways? Please describe.
6. Please explain how you matched your Neighborhood Connections grant funding (i.e. volunteer labor, cash, donated goods/services).
7. Please provide feedback to the Foundation about your experience with Neighborhood Connections: How was the experience for your organization and what could be improved?

II. ATTACHMENTS (Optional)

Please attach copies of any public recognition, awards, press releases or news articles pertinent to this project.



This completes your FINAL GRANT REPORT. Please mail to Neighborhood Connections (5000 Euclid Ave. #310, Cleveland, OH 44103) within one month after the end of your grant period.

Thank you for the time and hard work you've given to improving your neighborhood!