



## Twice is Nice Grant Reporting Requirements

Congratulations on your grant award! We are pleased to partner with you to help you achieve your goals in the coming year. We hope at the end of the grant period we can learn from your experiences and we look forward to hearing about your progress along the way.

The reporting requirements include an interim check-in and final report. These reports will follow the schedule below:

**Interim check-in: May – August 2020**

**Final report: January 2021**

In the coming months, we will be visiting with you to check-in on your grant progress. We hope that this will be a time to share with us any successes and challenges you have experienced, as well any modifications you may need to your grant work. If, at the interim stage, you have completed your grant work, we encourage you to complete the final report. Data gathered during the site visits, as well as final reports, may be used in determining future grants.

The final report will track the following information:

- **Activity/Project Modifications:** Was the grant-funded activity improved or modified in any way during the grant period? If so, what was the improvement, how did it come about, and what was the result?
- **Follow-on Funding:** Did you receive any new or renewed funding commitments as a direct result of receiving this grant? If so, how much and from what source?
- **Addition of Non-Monetary contributions:** Did you receive any non-monetary contributions that supported your grant goals (i.e. in-kind donations, publicity, organizational partnerships)? How many volunteer hours contributed to the project? Explain the impact of these non-monetary contributions in supporting your overall goals.
- **Direct Beneficiaries:** Please share the total number of individuals who received a direct benefit of organizational programs (i.e. received a service or participated in an activity).
- **Stories:** Please share at least one story of the impact of this grant had on the seniors you serve.
- **Learnings:** Please provide a narrative of what you learned from your work during the grant period and/or how it helped you advance your broader organizational goals.
- **Final Budget:** Please provide a final financial report (budget) for your grant.