

Washington AIDS Partnership Public Policy Grantee Reporting Format

All Washington AIDS Partnership Public Policy grantees must follow this format when submitting interim and final reports. Should you have any questions, please contact Jennifer Jue, Program Manager, at (202) 939-3379 or jue@washingtongrantmakers.org.

I. CONTACT INFORMATION

- Date
- Name and full street address of organization
- Contact person(s) and title(s)
- E-mail address, telephone, and fax numbers of organization and contact persons
- Name and short description of project or initiative
- Type of grant support (project, general operating, capacity-building, capital)
- Grant amount and grant period
- Dates covered by the report

II. NARRATIVE

Please answer the following questions, in the order that they appear. Your narrative should be comprehensive, detailed, and at least four pages (including the coverpage).

A. Restatement of Grant Description

Referring to your original proposal, briefly restate the purpose of the grant (goals and outcomes), the process used to achieve them, and the evaluation questions you hoped to answer. If any of these changed during the project period, please state the revised purpose, process, and/or evaluation questions and describe the reasons for the change.

B. Policy Outcomes

Your responses to these questions should reflect *specific* public policy work that was carried out during the current grant cycle. Answer each question separately and in the order that it appears.

1. Please state your long-term (e.g., 3-5 year) public policy goals, and explain how your work during the current grant cycle has contributed to these goals. Provide a “context” for your public policy goals; explain how they fit into your larger efforts to address HIV/AIDS or other health-related activities.
2. During this grant cycle, what were your top three accomplishments related to public policy?
3. Who have been the *targets* of your public policy work during this grant cycle? In what ways have you engaged these targets (not allies or partners)?
4. How and to what extent have you involved community stakeholders, including persons living with HIV/AIDS (PLWH), in your public policy-related work?

5. If your work during this grant cycle:
 - Led to policy wins or gains, what were they?
 - Better positioned your organization to influence HIV-related public policy and systems, please explain how.
 - Led to programmatic or organizational *advocacy* capacity increases, describe these changes and the related implications for your work going forward.
6. Describe the extent to which your work has contributed to the achievement of one or more of the Partnership's public policy indicators of success:
 - *Improvements in the system of care in the District of Columbia, Northern Virginia, and/or Suburban Maryland*
 - *Increased policy maker awareness of or focus on HIV/AIDS*
 - *Attention to HIV/AIDS as part of broader primary care/medical homes dialogue or activities*
7. Describe how your public policy work affected or is related to your other program work, if at all.
8. Describe your greatest lessons learned, challenges, and setbacks with regard to the public policy work carried during the current grant cycle.
9. Describe 2-3 specific instances where your own documentation, evaluation, or review of your public policy work during the past grant cycle has benefited your work.
10. Please attach a small number of press clippings, testimony, or other major products that best reflect your public policy accomplishments.

C. Finances

1. Provide a financial statement showing budgeted versus actual revenue and expenses for the funded project.
2. For a general operating support grant, provide a financial statement for the organization for the grant period. Again, show budgeted versus actual revenue and expenditures.
 - Include an explanation of how the funder's grant was used.
 - Include information on other funders and the dollar amount each awarded.
 - If the total proposed budget was not raised, indicate how you adjusted your goals or work plan.

D. Sustainability

1. Briefly describe the next phase of this effort (continuation, expansion, replication, or termination).
2. How will you sustain this effort? Indicate what additional resources you secured during the grant period and how you might use them to strengthen your program and organization (people, partners, in-kind, and public report, etc.)