

Washington AIDS Partnership Grantee Reporting Format

Washington AIDS Partnership Medical Morale, Prevention, and Technical Assistance grantees must follow this format when submitting interim and final grant reports. The Washington AIDS Partnership has a different format for Public Policy grants. If you have any questions or need to request the Public Policy Grantee reporting format, 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 this order. Your narrative should be two to five pages in length.

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. Evaluation Results

Please describe the following:

1. The extent to which you achieved or made progress towards the desired short-term and long-term changes stated in your grant proposal.
2. The answers you obtained to your two to three primary evaluation questions.
3. Key lessons learned:
 - What was different than you expected?
 - What challenges or setbacks did you encounter and how did you respond?
Please give specific examples (e.g., a particular aspect of the project's design such as the prevention intervention or recruitment approach had to be changed).

- What worked better than expected? Please give specific examples (e.g., the project attracted more clients than expected or received unexpected support from other agencies).
4. How will the experience and results of this grant affect your long-term goals and your approach to reaching them?
 5. How are you using and sharing your evaluation results and lessons learned, both internally and externally?

C. Partnerships/Target Population Involvement

Describe how links with other organizations and/or the target population's involvement affected the results of this effort.

D. 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.

E. Leveraging and Sustainability

1. Please indicate how much, if any, funding you were able to leverage during the funding period and identify the funding sources. *Include funds you obtained from other sources partly or entirely because of the Washington AIDS Partnership grant.* Also describe the use of these funds – to supplement Partnership grant funds, continue the funded activities after the end of the Partnership grant, and/or support other activities.
2. Briefly describe the next phase of this effort (continuation, expansion, replication, or termination). If you plan to sustain the effort, how will you accomplish this?