

## Reporting Template

Reports due on: December 31, 2010  
and June 30, 2011



### A. Project Summary

Project title	<insert project title>
Report information	<insert date>, Report x of y
Purpose of project	<insert purpose as stated in application>
Amount of grant	<insert grant amount>
ST2010 partners	<insert names of ST2010 partners to this project>

### B. Narrative report

Describe your experience in undertaking the ST2010 project in a focused narrative report (1,000 words or less). Include the following:

- Your organization's experience of implementing the project.
- Is it proceeding as you expected? If not, how is it different? Describe any variances from your original plan.
- Illustrate your progress using as much specific data as possible (eg. # of beneficiaries, \$ spent, etc), rather than broad generalizations.
- If your grant came with conditions (eg. a 1:1 match requirement), explain how those were met or not.
- In what specific ways has this project helped your organization to become stronger, more efficient, and more effective?
- What has your organization learned in this process?

### C. Story

Tell a personal story of how one or more individuals have directly or indirectly benefited from your work on this project. If you would like, we would welcome a small number of digital images that illustrate your story/project. Unless you advise us otherwise, we may use the photos on our websites to promote your charity and the work you are doing.

### D. Financial information

Attach your project budget vs actual financial report, showing both revenue and expenses for the project. Include explanatory notes as necessary.

**Note:** Periodically, foundations wish to promote the work of our partner charities by showing the outcomes of particular grants. If there is information within your report that you would prefer not highlighted or reported on our websites or printed reports, please mark your report "confidential."

*Email your completed report as a pdf or MSWord attachment, along with any photos you may wish to submit with your report, to [info@strongertogether2010.ca](mailto:info@strongertogether2010.ca) using <Report x of y for Name of organization> as your subject line. We will acknowledge receipt of all reports and disseminate these to the Stronger Together 2010 Granting Partners on your behalf.*

Questions? Contact Brent Fearon, Project Director: [brent@strongertogether2010.ca](mailto:brent@strongertogether2010.ca)