Program Reporting Guidelines

Grantees of Friends Foundation for the Aging are asked to make periodic reports to the Foundation as a condition of the agreement. Mid-year check-ins will be done by phone/zoom. You may also be asked to present to the board at the Annual Meeting. Final reports must be submitted prior to making a new request. Please use the following as a template but feel free to add to it on matters that may be of interest to FFA. Limit 3 pages. Please reach out if you have questions.

Return the reports to:

Friends Foundation for the Aging   shoskins@friendsfoundationaging.org

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These questions should echo the ones asked in the proposal, so you can be brief.

1. What problem were you addressing?

2. What change did you expect to create? How? What were the desired objectives, outcomes and outputs of the program and progress made toward each during the reporting period?

3. How did you measure success--both quantitative and qualitative? A chart of objectives, actions, and results is helpful. Include numbers and demographics of people touched by the work. Explain your organization's efforts toward diversity, equity and inclusion.

4. Please note any collaborations that supported your work and/or ways that you leveraged resources. How did this project engage and empower staff from all levels of your organization?

5. Please share any unanticipated outcomes or barriers encountered.   Indicate any changes in the program's goals, strategies, personnel or timelines and the reasons behind the changes.

6. How do you plan to share and replicate your results?

7. Include a project financial statement (budget and actual) for the reporting period. Please explain significant variances from the original budget and reasons for the variances (with corrective measures if overages), as well as plans for future sustainability.

8. Feedback on your interaction with FFA would be helpful. How have we helped? Made it harder? What else can we do to facilitate your work?

9. Additional comments:

6.15.19