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Grant Reporting Guidelines

Grantee partners of Friends Foundation for the Aging are asked to make periodic reports to the Foundation as a condition of the grant agreement. Mid-year conversations (replacing written reports) will be done by phone/zoom. You may also be asked to present to the board during the year. A written report is required within 6 weeks of the end of the grant period. **Limit 3 pages.** Any organization wishing to be considered for subsequent year funding must submit its report at the same time as a new proposal (even if less than a year). Please reach out if you have questions.

Return the reports to:

Friends Foundation for the Aging

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These questions should echo the ones asked in the Letter of Intent and grant proposal, so you can be brief.

1. What problem were you addressing? What solution did you propose to address it?
 - a. Seniors in the Pittsburgh, Pennsylvania area have been facing difficult times with the ongoing pandemic. They are lonely and isolated and suffering because of it. National Church Residences sought to help ease this burden by providing for their spiritual well-being. This was accomplished through the launch of our regional chaplaincy program.
2. What actions did you take? What worked and didn't work toward your objectives? Please share any unanticipated benefits or barriers encountered.
 - a. As part of our program, National Church Residences hired a Regional Chaplain that would provide leadership in the Pennsylvania area. This chaplain was in charge of recruiting and training additional volunteer chaplains to help serve our residents. Once the team was assembled, spiritual assessments were conducted to better understand what the residents needed from their chaplains. The surveys were extremely helpful in shaping the program and how our chaplains approached the residents' care. Unfortunately, our Regional Chaplain left the program and we had a tough time recruiting a new chaplain. Without that leadership, the program struggled. We were eventually able to replace the Regional Chaplain and get the program back on track. Here is a list of the top ten actions taken by our chaplaincy team:
 - i. 7 day a week Emotional and Spiritual Support Hot Line
 - ii. 5 day a week call in recorded Inspirational Messages
 - iii. Weekly written devotional
 - iv. Prayer/Comment Box
 - v. Clergy Referral

- vi. Individual Visitation
 - vii. Group Support
 - viii. Religious Services
 - ix. Community Involvement
 - x. Celebration of Life Memorials
3. How did you measure success--both quantitative and qualitative? Please include numbers and demographics of people touched by the work.
 - a. Our success could be seen in the number of people helped and the change in attitude of the seniors. The regional chaplaincy program was able to reach 17 properties (with 16 serving chaplains) and touch the lives of over 1000 residents. These seniors' faces would light up when they were talking with the chaplains, and they commented on how nice it was to have someone to talk to and with which to share their burdens.
 4. How did partnerships/collaborations enhance or challenge the project?
 - a. Having the roster of volunteer chaplains from the communities we served was essential to the program. They made all the difference when it came to being able to touch the number of lives that we did. Their leadership and support for the residents provided not just spiritual care, but also a much-needed mental health boost for those residents.
 5. Include a budget and actual for the project during the reporting period.
 - a. \$20,000 - Starting Budget
 - b. \$ 16,210.37 – Salary and Benefits
 - c. \$ 2,639.02 – Travel and Expenses
 - d. \$ 1,150.61 – Training for Regional Chaplain
 - e. \$0.00 – Remaining Balance
 6. What conversations have you had on how to sustain the project after the grant, and do you have plans to share your results with other organizations?
 - a. National Church Residences strongly believes in the Regional Chaplaincy model and will continue to support the program through operational funds. Our grants team will also continue to seek out funds from other foundation and individual donor partners in the area to help sustain the program. To that end, we are working closely with a local radio station that will be featuring our program as part of their charity giving initiative and they will be featuring us in an upcoming telethon to help us raise funds.
 7. 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?
 - a. Our interactions with the FFA team have been nothing but positive. They have been extremely supportive and worked hard along side us to make sure that we had what we needed to make our program a success. We are extremely grateful for their support and know that the chaplaincy program will continue to be a success because of the great start that we had thanks to the Friends Foundation for the Aging.
 8. Additional comments: