



ST. CLARE FOUNDATION

A Felician-Sponsored Ministry

Grant Awardee Reporting Requirements

To ensure transparency, accountability, and effective stewardship of grant funds, all grant recipients are required to submit quarterly written reports throughout the duration of their funding, as well as a final written report at the end of their grant period. In addition to the written reports, monthly check-in calls will be required to stay connected and provide support where needed. These reporting requirements help to track progress, measure impact, build partnerships with grant awardees, and ensure compliance with the terms of each grant agreement. Below is a general overview of the reporting requirements. Specific details, including deadlines, will be provided in each awardee's grant agreement.

Quarterly Progress Reporting

Submission Format: Written Narrative Report

Components of Report:

1. Budget reconciliation
2. Description of activities conducted
3. Progress toward stated goals and objectives
4. Number and demographics of youth served
5. Outcomes achieved
6. Notable successes or challenges, with reflections or adaptations

Outcome and Impact Final Reporting

Submission Format: Written Narrative Report – due within 90 days post-grant period

Components of Report:

1. Executive summary
2. Outcome and Impact Report
 - a. Summary of key outcomes using agreed-upon indicators
 - b. Pre/post assessment data where applicable
 - c. Evaluation findings
 - d. Description of how DEI+B were incorporated
 - e. Key challenges and key successes
3. Reflections on sustainability or future plans
4. Full financial reconciliation
5. Any media or materials produced