vBCF's Progress Reporting requirements
(for submission via the online system)

A. **Progress Report Narrative**

The van Beuren Charitable Foundation is interested in learning how your program or project is moving forward.

Provide a brief summary of the planned activities and deliverables and respond to the following:

1. What has been accomplished to date?
2. Have you encountered any new opportunities or challenges to your project?Please speak to changes in any conditions affecting the project (external, partnerships). Have you made any mid-course corrections? Do you anticipate changes to the original request that will impact how you will expend the grant? If so, have you contacted the Program Officer to discuss the changes?
3. Have there been any staffing or organizational changes since you applied for the grant?
4. Are there insights your organization has gained as a result of the current work?

B. **Program/Project Budget- Status (sample provided below)**

Please provide a project budget comparison report that outlines your original project budget submitted with your grant application, the amount raised and expended to date, and explanation of any variation between the projected and actual.

Please see page 3 of this pdf to view the format for reporting this information.

C. Please provide a copy of your current financial audit. If you do not have one that qualifies as current, please contact the Grants Manager to discuss rescheduling this report submission. Please do not resubmit the same audit that was uploaded with the original application.

D. **Progress Report- Other (optional)**

If you wish to include photos of other information with your report, please upload these items under this section.

vBCF's Final Reporting requirements
(for submission via the online system)

If the grant funds have not been fully expended, please contact your Program Officer before submitting a Final Report.

A. **Final Report Narrative**
The van Beuren Charitable Foundation looks forward to learning of the impact of its grants. Thus we request that all grant recipients submit the following information/analysis as part of their scheduled follow-up reports. Be specific, cite examples, and provide quantitative and qualitative analysis.

1. Please describe the planned use of the grant.
2. How did the project/program work? Were goals and objectives met, and if so, how?
3. What outcomes were achieved for the project/program's intended purposes?
4. What has the organization learned about the participants, the organization, or the community in regards to process, challenges or achievements?
5. Have the activities of the funded project/program leveraged additional funding, resources and/or partnerships?
6. If the project/program is ongoing, how will it be sustained moving forward?
7. Please include the contact name, telephone and email address of the person submitting this report.

B. **Program/Project Budget- Final (sample provided below)**
Please provide a detailed report listing all funds raised for this project by donor category totals (Board, other individuals) and listing foundation and corporation grants by names/amounts. Compare your actual expenses to original budgeted amounts. Explain any variance.
Please see page 3 of this pdf to view the format for reporting this information.

C. **Audited Financial Statements**
Please provide a copy of your current financial audit. If you do not have one that qualifies as current, please contact the Grants Manager to discuss rescheduling this report submission. Please do not resubmit the same audit that was uploaded with the original application.

D. **Final Report- Other (optional)**
If you wish to include photos or other information with your report, please upload these items under this section.

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Progress/Final Report – Project/Program Budget Detail

1. Provide a detailed report listing all funds raised for this project by donor category totals (Board, other individuals), and listing foundation and corporation grants by names/amounts.

2. Compare your actual expenses to original budgeted amounts. Explain any variance.

Account headings are *for example only* and should reflect your organization's or the project's spending pattern.			
		FY 2020	
	Projected	**Actual**	**Variance**
Income			
vBCF Grant	5,000	5,000	-
All Other Sources	5,000	5,000	
Total Income	**10,000**	**10,000**	**-**
Expenses			
Salaries	7,485	7,500	15
Program Supplies	1,000	1,250	250
Minor Equipment	1,000	750	(250)
Maintenance	515	500	(15)
Total Expenses	**10,000**	**10,000**	**-**
Explain any material variances (I.e. > 2% of budget). In this case Program Supply, Minor Equipment and Maintenance variances would be explained.			

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