



Access to Health Care iFund Grantees 2011: A Reference Guide for your Grant Quarterly Report

As stated in your Grant Agreement, you are required to submit quarterly reports to your program officer, Adrienne Elder. These reports allow the Oklahoma City Community Foundation staff and committee to monitor the progress of the funded project. Please use the customized grant evaluation process that was completed in March 2011. The questions and charts included below are for reference only. If you have misplaced your original evaluation process form, please contact Adrienne at a.elder@occf.org. All quarterly grant reports must be submitted by the dates listed below via email directly to Adrienne. If you have any questions, please contact Adrienne or Nancy Anthony, executive director, at 405/235-5603.

Grant Report Due Dates

- ___ March 2011 – Review Evaluation Process with Program Officer
- ___ June 1, 2011 – Quarterly Report Due
- ___ September 1, 2011 – Quarterly Report Due
- ___ December 1, 2011 – Quarterly Report Due
- ___ March 1, 2012 – Final Report Due

Each Grant Report must include the following information:

- Date:
- Name of Organization:
- Project Title:
- Grant Period for Project:
- Amount Requested:
- Amount Awarded:
- Grant I.D. Number:
- Development Officer:
- Email:
- Phone:
- Program Officer:
- Email:
- Phone:
- Signature of CEO or Executive Director and date signed

NOTE: This document is not the grant reporting form but is a reference guide you should refer to when completing your grant reports. This document should serve as a reminder of the information that is required with each report in addition to your customized evaluation process.

1. In the charts on your customized evaluation form, please list the progress on outcomes and outputs, as well as next steps scheduled for the funded project:

Progress on OUTPUTS: Number of Activities, Services, Events or Products

Revised OUTPUTS from application	Progress and Next Steps towards Achieving Outputs during Grant Period <i>*Fill in this column for each quarterly report form</i>
Grant funding will leverage additional financial support, create partnerships or develop volunteer assistance for the project	

Progress on OUTCOMES: Change in Knowledge, Behavior or Condition

Revised OUTCOMES from application	Progress and Next Steps towards Achieving Outcomes during Grant Period <i>*Fill in this column for each quarterly report</i>
Short-term Outcome: Change in Awareness Baseline via survey or pre-test from 2010 = ?	What educational materials will be provided? If provided, please attach copy. Please provide copy of survey.
Intermediate outcome: Change in Behavior Baseline via survey or pre-test from 2010 = ?	
Long-term outcome: Change in Condition Baseline via survey or pre-test from 2010 = ?	

2. Please state the original goals of your project

3. Explain any changes in the project from those proposed in the original request
4. Please provide any additional comments, questions, or concerns.
5. Please provide one or two short vignettes or examples of how funding has positively affected program participants
(please use demographic description only to protect identity where appropriate i.e. white male in his mid-twenties; three-year-old Hispanic girl, 48-year-old divorced mother of two, etc.).