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Post Grant Reporting and Measuring Objectives

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POST GRANT REPORT

PROJECT INFORMATION

Interim or Final Report:	**Final**
Request #:	20-12080
Post Grant Report Submitted by:	Grantee's CEO
Strategy Director / Program Officer:	Robert
Program Associate:	Jane

Organization:	**Sample Grantee**
Lead Program:	Geographic Portfolio #1
Project Title:	**To facilitate collaboration between givers in XYZ region.**

Report Due Date:	January 14, 2021	Award Date:	December 1, 2020
Report Submission Date:	January 14, 2021	**Dates Measured:**	**12 Months**

Project Start Date:	January 1, 2021
Project End Date:	December 31, 2021

Project Budget:	$850,000	% of Project Requested:	8.91%
Amount Awarded:	$75,775	% of Project Awarded:	8.91%

Overall KPI Score*	**80**
Overall KPI Grade*	**B**

A (90-100+) B (80-90) C (70-80) D (60-70) F (<60)
*Scores based on % Grade capped at 100%

AMENDMENTS

Does this grant contain amended objectives?	**No**
If YES, what was the reason amended?	

OBJECTIVES BY GRADE

KPI Type	Name	Range	Actual	% Actual (no max)	% Grade (100% max)	Letter Grade
KPI	# of National/Regional Networks	5-7	3	60	60	D
KPI	# of Givers in XYZ Network	210-300	230	110	100	A

OBJECTIVES BY OUTCOME

Objective	Description	Actual Details	% Actual (no max)	Goal Attainment	Primary Reason for Shortfall	Other Reason for Shortfall
# of National/Regional Networks	We plan to have 3 mature and 2 developing Networks.	Building National Networks, especially those that in early stages without having the ability to travel or meet is very complicated. We need to move our goal to the next year.	60	I missed my target goal	Uncontrollable Act of God – flood, famine, earthquake, etc	
# of Givers in XYZ Network	Establish relationships with potential givers and regional leaders	Our network of individuals keeps growing. We stayed in touch with our current contacts and were also able to expand our informal network with new potential givers.	110	I achieved my target goal		

NARRATIVE

Question 1: Did you find that your projected objectives were well chosen as a way to evaluate your project? If so, why? If not, why not? (Required - 500 word maximum)

We believe the objectives were well chosen, but obviously, the unexpected COVID-19 pandemic and its related restrictions had a great impact especially on the means we were planning to use to achieve our goals…

Question 2: Describe any unexpected positive results to your project. (Required - 300 word maximum)

Although our options to organize events and address our "clients" through personal meetings were very limited, it allowed us to discover and explore the possibilities of meeting online. We are grateful for the technology, but from our experience its current form doesn't match personal encounters…

Question 3: Describe any unexpected challenges that you experienced with your project. (Required - 300 word maximum)

The whole year was very challenging. The constraints imposed by the regulations in force have surely slowed our momentum. However, we had the opportunity to retrospectively evaluate the direction in which our organization is moving, set new goals and prioritize… we evaluate this positively.

Question 4: Describe any changes to program design, key staff, partnerships, timeline, or target population and the reasons for those changes. (Required - 300 max)

Relationships and networking are key to our service. Having to adapt to the new worldwide situation, we were able to maintain contact with our community using other means than in-person meetings, mainly online communication tools… Regarding the current economic situation, we evaluate the result positively.

Question 5: What would you do differently next time? (Required - 300 word maximum)

We realise that building new National Movements is a long journey and that high quality relationships with Leaders of these movements as well as local givers require time and yet is more important then number of such movements. Next years' focus will most probably be on individuals, XYZ Events and building our core partners.

Question 6: Did you receive full funding for your project? If not, what percent did you receive and how did you amend your project? (Required - 500 words maximum)

Yes we received full funding, thanks to the unfailing generosity of all our partners.

Question 7: Is there anything else you wish to share with us that you did not mention above? (Optional - 500 word maximum)

It will be a long journey and we are still just on its beginning, but we can already see the fruit and impact that we together can do for God's Kingdom here.

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OBJECTIVES WORKSHEET

Please be specific in providing *distinct* and *measurable* objective numbers your organization will track over the course of this project to evaluate progress.

WHY CREATE OBJECTIVES?

Objectives are useful for both your organization and ours.

Objectives should be meaningful to *your organization* as a method for evaluating the success of your program and of your guiding theory of change. Objectives are ways of tracking progress, setting milestones, or even stretch goals. They can help a project stay on track or serve as field indicators.

Objectives are helpful to *our organization* because they help us understand how you intend to track project progress, if you are awarded a grant. On a post-grant report at the project's culmination, objectives give us a snapshot of the project and organization's success, outcomes, and learning. Objectives are not viewed alone but in concert with other sources of information, including post-grant report narrative answers, conversations and correspondence, and field visits.

Our vision is for your objectives to serve us both well, as we seek to fund organizations who learn what works in the field, are comfortable with taking risks, and can adjust their course when needed.

WHAT ARE OBJECTIVE TYPES?

Objectives are specific benchmarks for evaluating the success of your design, process, and goals. Each objective type (Inputs, Activities, Outputs, Outcomes, Impact) is important. Generally, the closer toward the right of the continuum (diagram below), objectives will be more meaningful but harder to measure.

DESIGN	PROCESS		GOAL	
INPUTS	ACTIVITIES	OUTPUTS	OUTCOMES	IMPACT
what you use	what you do	what happens	what results	what lasts
(staff, supplies, resources….)	*(programs, events, activities…)*	*(people served/reached, goods produced…)*	*(increase in knowledge, changed attitudes…)*	*(more hopeful communities, resilient people..)*

You may set objectives from any of these types, but we anticipate most of your objectives for us will come from the middle of the continuum - where progress is more easily, yet meaningfully measured. **Each organization should determine their own evaluation method**. Generally, meaningful objectives are SMART (specific, measurable, attainable, realistic, and time-bound). Finally, we recognize that the Holy Spirit provides growth and harvest, and objectives don't supplant or silence the Holy Spirit, but are a tool for planning, discernment, and accountability.

WHAT ABOUT PIVOTS IN MY PROJECT AND OBJECTIVES?

Sometimes effective projects pivot mid-course for strategic reasons or due to changes in your environment – positive or negative. If this is the case, you may reach out to us to discuss amending your objectives for your project, for valid reasons, for up to 6 months into your project.

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ENTERING OBJECTIVES IN THE GRANTS PORTAL

Since objectives are a target and are influenced by different field factors, we prefer to view objectives as a **target range**, rather than a static number. This means you will provide both a **low projection and a high projection** (or stretch goal) you will measure for your project term.

You may use any number of objectives to measure your project internally, however we only allow a **maximum of five objectives** for *our* reporting purposes.

To enter each objective, follow the prompts in the Objectives tab. You must enter each measurable objective separately by clicking "New". Use the following as a guide:

- **Name:** Name the units you are measuring
- **Summary:** Describe the item you are measuring (500-character limit)
- **Low Objective:** Provide the lowest number you hope to accomplish (number only)
- **High Objective:** Provide a high number you want to aim for (number only)

If your goal is not suitable as a range (example: host one conference), enter the same number for the low and high.

If your objective is measured longitudinally over time greater than your grant project period, please provide benchmark objectives for the project end date. The project term is based on the project start and end date - make sure these dates are accurate!

EXAMPLES

A grantee is conducting an indigenously led, micro-enterprise training to improve the financial resilience and sense of community among materially poor community members. Here are a few goals they may set:

NAME	SUMMARY	LOW OBJECTIVE	HIGH OBJECTIVE
# of new master trainers	To increase our training capacity, we will recruit new indigenous master trainers.	2	5
# of lay leaders trained	We will train lay leaders from local churches in our training programs.	200	300
% of trainees starting groups	Within six months of being trained, we want to see trainees starting micro-enterprise groups.	85	95
% of groups still in operation	We want to see trainee-initiated groups still in operation six months after initiation.	90	100
% reporting increased financial resilience	People in micro-enterprise groups report increased financial resilience as evidence by qualitative interviews.	90	95

REPORTING ON PROPOSED OBJECTIVES

Once the project term is complete, grantees submit a post-grant report with actual numbers for each proposed objective. You will also select the reason for any shortfall and may provide additional details on individual objectives. Our post-grant report also provides open-ended questions so that you can reflect on the successes and challenges of your project, as well as what you learned. We hope the reports enable us to have better conversations so that we can support your organization in being effective in meeting its mission, vision, and project goals.