



SERVING HUMANITY TO HONOR GOD

Community Investments Grants Guidelines for Good Reporting

- **Summarize & Share Mission Alignment** - Give an update on the grant. Provide a bullet point or a narrative summary outlining the types of activities funded by the grant and discuss how those activities fit into the larger mission of your organization.
- **Directly Answer the Questions and Provide Adequate Detail** – When responding to the questions, provide specific answers that address the question asked. Additionally, when answering the question, provide details that help your Program Officer to understand the full picture. Elaborate with details that further explain by answering “why” or “why not.”

Example: What happened that kept you from meeting your goal? What are the lessons learned? What might you do differently in the future? Was there an unexpected challenge or positive outcome? Tell us about how that came to be.

- **Give Context** – Remember, you do this work every day so when creating your report imagine that your Program Officer knows little to nothing about your project or program. We truly only get a limited peek into your organization through reports, site visits, and applications. Providing your Program Officer with context can help us review reports and lessen the follow-up questions we might have for you. To provide more context in your reports, spell out acronyms when first used in any document, especially if the acronym is not well known or is specific to your organization. Also, use complete names for programs and do not assume the information you are providing is common knowledge.
- **Be Concise** – The quality of a response is more important than the number of characters provided. On the other hand, one sentence responses are generally not sufficient. Being concise does not mean we do not want you to provide detail. Therefore, provide a summary if extra context is needed. Provide answers to who, what, when, where, why, and how, as applicable.

- **Ask for Clarity** – If you have questions about funding reports, our staff is available to answer questions. Please contact your assigned Program Officer. Ask questions as soon as possible and allow for a 24–48-hour response time.
- **Share your challenges** – Share your challenges even if you are meeting program goals. It can be difficult to share what programmatic or organizational challenges you may be experiencing. We manage grants from a wide range of organizations, you are not alone in the challenges you are experiencing. By sharing these details, MHM staff can provide opportunities to connect you with other funded partners to discuss and share how they have overcome a similar challenge, and it gives MHM insight into industry trends.

Resources:

<https://www.instrumentl.com/blog/how-to-guide-for-grant-reports>

<https://www.socialsolutions.com/blog/how-to-write-a-grant-report/>

<https://blog.techsoup.org/posts/managing-grant-reporting-at-your-nonprofit>