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**Listen for Good Grant Reporting Requirements[[1]](#footnote-1)**

**Report Timing**

Grantees will report annually on their Listen for Good grant funding and project work. These reports will consequently represent the work in Year 1 and Year 2 of the grant. (The Year 1 report is slightly less than a year so that we can review and make the interim payment at approximately the 12 month mark). See the reporting and payment schedule in the grant agreement for more details.

## There are four required sections of this grant report:

1. A brief **narrative** report (Section 1);
2. A report on your actual **feedback collection and implementation relative to your plan** and **your updated plan for the year ahead** (Section 2);
3. **Sample copies of any visualizations or reflections of the data** that you prepared for your organization that you think may be relevant for us (Section 3);
4. A **financial and organizational report** and updates (Section 4).

In addition to implementing your feedback plan and reporting to us on the grant, you agree to share synthesized results of your feedback collection (not the raw data necessarily) with your nominating co-funder and discuss the interpretation of the data and application to your work.

**Section 1: Narrative Report**

We view this narrative report as an opportunity both for you to reflect on how your experience with Listen for Good and collecting/using feedback from the people you seek to help has gone this year and to think about plans for the year ahead. We are much more interested in your insights, lessons and reflections than we are on how “perfectly” things went, truly. Please keep answers brief and aim for a narrative of no more than 2 pages.

1. Please share briefly how the overall experience of collecting and using feedback as part of Listen for Good has gone this year. In particular, please touch on the following: (a) what have been the best aspects of implementing feedback loops; (b) what have been the most surprising aspects; (c) what have been the most challenging aspects; (d) please share anything else about your experiences this year that would help us continue to learn and improve?
2. What open questions do you have and/or where can Listen for Good and Fund for Shared Insight best support your feedback work going forward?
3. In Section 4 below, you share with us your project budget. Please use this space to share any notes about the budget. Were there any costs over-and-above the $30,000 grant funding for the year? If so, what were they? For your Year 2 report, how did the costs change (if at all) between Year 1 and Year 2? Were there costs over-and-above the $15,000 grant funding in Year 2? If so, what were they? We are committed to understanding the real/full cost of implementing high quality feedback loops and appreciate your candor on this topic.
4. Please tell us about talking with the funder who nominated you for Listen for Good regarding your data collection and feedback implementation this year. How has (or do you anticipate) that conversation (or conversations) going? Do you see the feedback you collected from the people you seek to help making its way into the work of any of your funders? If yes, tell us more about how. If not, why do you think that is the case?
5. For the final report (end of Year 2), what are your plans regarding feedback loops? Are you going to keep the structure of Listen for Good in place? Are you going to make changes and adapt it?

**Section 2: Report on Actual Feedback Collection and Implementation Relative to Your Plan and Plan for Next Year**

**LOOKING BACK:** Please copy your final data collection and feedback implementation plan that you’ve been executing on this past year below (the plan that you and the Listen for Good team settled on for implementation, NOT the plan you originally wrote in your proposal). We’re eager to learn about your actual experience over the course of the year relative to your plan; please share that in the right hand column. Where did you implement as planned? Where did you do things differently than planned and why?

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| **#** | **Plan Components** | **The Plan You Created to Implement** | **Actual Experience with Implementation Relative to Plan** |
| **1** | When in 2017 do you want to begin collecting feedback as part of Listen for Good? |  |  |
| **2** | On what kind of cycle/interval, might you regularly collect feedback? Why? How does this dovetail with your program cycles? |  |  |
| **3** | How many beneficiaries will you request feedback from in each cycle (approximately)? How many beneficiaries do you anticipate requesting feedback from overall in the first year?  |  |  |
| **4** | What will be your technological method(s) for administering surveys to beneficiaries? (e.g. web, phone, tablets, etc.).  |  |  |
| **5** | Will feedback be collected in English, Spanish or both? Please share any other language- or literacy -related details here. |  |  |
| **6** | When you receive feedback data, how will you share it within your organization? Do you anticipate that both staff and volunteers will be involved in this process and if so, how?  |  |  |
| **7** | How will you close the loop with the people who gave feedback? |  |  |

**LOOKING AHEAD:** If you are reporting on Year 1, this is the place to refine your plan for the coming year, based on your experience and lessons learned to-date. If you are reporting on Year 2, please share the plan (if any) that you intend to continue now that Listen for Good’s two years of support are ending.

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| **#** | **Plan Components** | **Plan for the Year Ahead** | **Please Note Any Key Changes** |
| **1** | Going forward, when do you want to begin collecting feedback as part of Listen for Good? |  |  |
| **2** | On what kind of cycle/interval, might you regularly collect feedback? Why? How does this dovetail with your program cycles? |  |  |
| **3** | How many beneficiaries will you request feedback from in each cycle (approximately)? How many beneficiaries do you anticipate requesting feedback from overall in the first year?  |  |  |
| **4** | What will be your technological method(s) for administering surveys to beneficiaries? (e.g. web, phone, tablets, etc.).  |  |  |
| **5** | Will feedback be collected in English, Spanish or both? Please share any other language- or literacy -related details here. |  |  |
| **6** | When you receive feedback data, how will you share it within your organization? Do you anticipate that both staff and volunteers will be involved in this process and if so, how?  |  |  |
| **7** | How will you close the loop with the people who gave feedback? |  |  |

**Section 3: Data Collected**

Please send any sample copies of any visualizations or reflections of the data that you prepared for your organization that you think may be relevant for us.

**Section 4: Financial Report**

1. **Financial information**

*Required documentation for all reports:*

* Project budget
	1. Report on budget-vs-actual (using the Excel template that you completed with your proposal). Variations between budget and actual are okay. Please use the question about your project budget in the narrative report above to add any details that will help us put your budget-to-actual report in context.
	2. For your Year 1 interim report, if you have any updates to the Year 2 project budget, please provide an updated budget with this report.
* The organization’s most recent financial statements, audited if you have them.
1. We reserve the right to make changes to this grant report and will give grantees ample notice of any changes before their reports are due. That said we wanted to provide a reporting template from the beginning of the proposal process so that prospective grantees would understand what we hope to learn and what would be involved in the grant proposal/reporting process. Note that ORS Impact, Shared Insight’s independent evaluation partner, may also want to interview grantees about their experiences with Listen for Good. [↑](#footnote-ref-1)