

## **LOCAL FUNDING PARTNERSHIPS (LFP)**

### **Six-Month Reporting Guidelines**

**Last Updated 6/14/2010**

**The Six-Month Narrative Report:** Please answer the following four questions when reporting your progress for the *first six-month period of each grant year*. A bibliography is not required at this time.

**1) What were the project's objectives and how has the project met them during the first six months of the grant year?**

- Quantify where you are in terms of meeting the **key objectives** outlined in the timeline and work plan (prepared during the proposal stage).
- For example: If your timeline indicated that at the six-month juncture, 500 youth would be enrolled in the program, report your results numerically toward achieving this benchmark.
- Consider adding a chart or graph to report progress on objectives.

**2) Are there barriers or problems that are impeding your ability to meet your original objectives?**

- Describe the problems encountered and your plans to address them.
- Are collaborations working as envisioned?
- Are funding partnerships continuing?
- Are there unanticipated changes in volume impacting on service delivery?

**3) Are there any immediate technical assistance requirements or specific issues you would like to bring to the attention of the Local Funding Partnerships staff?**

**4) Is there anything else you would like to tell the LFP staff?**

**The Six-Month Narrative Report** should be sent as a Word attachment via e-mail to Susan Weitz, LFP Senior Fiscal Associate at [grantreports@localfundingpartnerships.org](mailto:grantreports@localfundingpartnerships.org). Susan will forward the report to the LFP director or one of the deputy directors for review. Although there is no specific page-length requirement for the six-month narrative report, we request that the report not exceed 3-4 pages where possible. Be sure to copy your local funding partners on your narrative reports.

Annual Grantmaking projects should also send Susan a 6-month Financial Report as a Word and/or Excel attachment. If you are in urgent need of your next payment, please contact Susan so she can process your report as a priority.

Our office will ensure that the Robert Wood Johnson Foundation receives a copy of your financial report. Please do not send a paper copy of the report to RWJF.

*We are always available by phone or email to discuss matters related to the grant. Please contact us at any time to discuss significant issues affecting the implementation of the funded project: 609-275-4128.*

**Note:** Most *Annual Grantmaking* projects' reporting year begins on July 1. Their six-month reports cover July 1 – December 31, and are due by January 31<sup>st</sup>. *Peaceful Pathways* projects' reporting year goes according to the date the grant began.