CITY OF STRATFORD
COMMUNITY GRANTS PROGRAM

REPORTING GUIDELINES FOR 2020 GRANTS

REPORTING ON YOUR 2020 COMMUNITY GRANT

Successful applicants who receive funding from the City of Stratford Community Grants Program must report on how the funding was spent and what impact the funding achieved. This report must be submitted to the City no later than **November 1st** of the year for which the grant is received.

If the grant recipient fails to fully complete and submit the report to the City within the stated time, that organization will not be eligible for future grant funding until the City is satisfied that the report has been submitted in full.

GENERAL ADVICE ON COMPLETING THE REPORT

Do
- Keep a copy of your original grant application on hand. You will need this information to answer the questions.
- Be concise and to the point.
- Forecast to the end of the year based on year-to-date information and past experience if the fiscal year to which the grant has been applied has not ended yet.

Don't
- DON'T attach additional information or materials such as flyers or annual reports.
- DON'T assume that the City will call you for additional/clarifying information. It is your responsibility to ensure that questions are answered correctly and completely.

HOW DO I COMPLETE AND SUBMIT MY REPORT?

All reporting is completed and submitted online through the City's website under 2020 Budget/Community Grants Program/2020 YE Reporting. Partially completed reports can be saved and returned to later to finish by choosing the "save" button at the bottom of the form. A link will be emailed to the address of your choice that can be used to resume your application at any time.

When submitting your application, if there is missing information it will be highlighted in red for you to correct, before submitting again. You will receive email confirmation that your report has been received.

A blank form can be printed from your browser if you would like to review the entire form first, before starting. Simply right click anywhere on the screen when you are in the online application and select "print".

The maximum upload file size is 2 mb. If you have any files larger than 2 mb please email them separately to the email address noted below. There will be a total of 4 files required to be uploaded with the application.

Staff will review all reports and forward those that do not comply with these guidelines to the Finance & Labour Relations Committee for its review. Committee's recommendations will then be forwarded to City Council.

TIPS ON COMPLETING THE REPORT

This section provides guidance on how to answer questions on the online reporting tool.

Question 1: Impacts of COVID-19.

Please outline significant changes or impacts of COVID-19 to your operations for 2020.

One file will be required for upload here.

Question 2: Please tell us briefly what the grant was used for.

Describe clearly and in simple terms what you did with the grant. Your answer should include a clear description of what the money was spent on. This description may include:
- Programs, services, amenities, activities
- Salaries or honoraria
- Promotional and marketing activities/materials
- Equipment or other assets
- Administrative supplies

Question 3: Please describe how the activities supported by the grant benefited Stratford residents.

Describe who benefited from the work and how they benefited. Make sure that your answer generally describes how the work contributed to the City's strategic priorities.

Question 4: Please provide the end of year result and commentary for each of the following performance measures.

The grant application you completed to apply for the grant asked you to explain who would benefit from the grant and also how many volunteers and volunteer hours would contribute to the work. This section is now asking you to provide the actual numbers.

In the Excel file titled "2020 Performance Measures", you must provide numbers (the end of year result) and commentary for each of the following:

- The number of people who benefited from the activities - Stratford residents.
- The number of people who benefited from the activities - Non-Stratford residents.
- An estimate of the dollar ($) value of other funding/in-kind resources you leveraged as a result of the City's grant (other supports leveraged).
- The number of volunteers who contributed to the activities supported by the grant.
- The number of volunteer hours contributed to the activities supported by the grant.

In your commentary, briefly explain each result. For example if the result far exceeded your original estimate, provide a likely reason. If the result was lower than your estimate, provide some of the likely reasons for this outcome.

If the period to which the grant was applied has not yet ended (e.g. January 1, 2020 to December 31, 2020), forecast the numbers based on year-to-date information and past experience.

One file will be required for upload here.

Question 5: A success story

Share a story that shows the impact that the grant has had in relation to the City's strategic priorities. When telling the story, please do not include any personal information that may identify an individual. For example, if you would like to tell a story about the impact of your grant on a particular program participant, you should not include their real names, or any other details that may tell us who that person is.

One file will be required for upload here.

Question 6: Overall, how successful were you in achieving your goals for the funding?

In your opinion, how successful were you in achieving your goals? Provide a brief assessment of whether you thought you achieved all your goals, some goals, or very few. In your answer, describe which areas worked well and those that worked less well, and why.

Question 7: Financial Summary

This section is asking for financial information **specific to your grant request.** The grant application asked you to provide a projected budget for the fiscal year in which the grant would be applied.

In the Excel file titled "2020 Financial Summary", under the column "Planned Budget", record the budget as submitted with your original application.

Under the "Actual" columns, record the actual revenue and expenses **associated with your grant request.** For instance, if you have received a grant for a specific activity or event that your organization has done, you should provide actuals for the activity or event, and not the overall (entire) organization.
One file will be required for upload here.

"Other" revenue and expenses may be summarized on the form, with a detailed explanation submitted separately. Revenue and Expense categories may be adjusted as needed for your organization.

If the period to which the grant was applied has not yet ended, forecast the numbers based on year-to-date information and past experience.