

New York/New Jersey Area **Common Report Form**

The purpose of the Common Report Form (CRF) is to help nonprofit organizations in the New York/New Jersey area to save time in grant reporting. The CRF follows closely the format of the New York/New Jersey Area Common Application Form. If several funders have given your organization support for a particular project, only minor changes in the report information will need to be made for each funder. Please note the following important points:

- ▶ Every funder has different report deadlines and timetables.
- ▶ The list of funders who will accept reports in this format continues to grow. If a funder is not on the list, call to confirm that the funder will accept it.
- ▶ Any funder that has agreed to accept this report form may request additional information at any stage in their reporting process.

Instructions

- ▶ Please type and single-space all reports.
- ▶ Please answer all of the questions in the order listed.
- ▶ Please use headings as provided.
- ▶ Please submit only one copy.

New York/New Jersey Area Common Report Form Cover Sheet

(Please feel free to make copies of this form or generate this one-page cover sheet on your computer.)

Funder receiving report: _____

Name of organization completing report. Please list exact legal name.

Address of organization: _____

Telephone number: _____

FAX number: _____ E-mail address: _____

Executive Director: _____

Contact person and title (if not executive director): _____

Have there been any changes to your organization's IRS 501 (c)(3) not-for-profit status since your request for this grant? (yes or no): _____ If yes, please explain:

Project name or brief project description: _____

Check one: General operating _____ Project support _____ Other (please specify) _____

Grant amount: \$ _____ Grant Period: from _____ to _____

Date of report: _____ Report due date: _____

Dates covered by this report: from _____ to _____

Check one: This is an interim report _____ This is a final report _____

New York/New Jersey Area Common Report Format

I. NARRATIVE---Two to five pages.

A. If reporting for a *general operating grant*, please address the following:

- ▶ Organizational and/or programmatic achievements and setbacks; significant board and/or staff changes.
- ▶ How you measured the effectiveness of your activities; what you learned; and how you used or will use this information.

B. If reporting on a *specific project grant*, please address the following:

- ▶ The project description and how the project relates to your organization's mission.
- ▶ The project's goals and the success you had in meeting them. Have the project's goals been modified in any way? Describe the population served and how that population was affected by the project. How were other stakeholders affected? Any problems your organization faced when implementing this project, and how you resolved or attempted to resolve them.
- ▶ How you measured the effectiveness of your project; what you learned; and how you used or will use this information. Were there any unexpected results, positive or negative?
- ▶ Any changes in the original staffing pattern for the project.
- ▶ Any significant changes in your organization while implementing this project.

II. FINANCIAL

A. If reporting on a *general operating grant*, please submit the following:

- ▶ Your organization's statement of income and expenditures for the year in which the grant was used.

B. If reporting on a *specific project*, please submit the following:

- ▶ Your organization's statement of income and expenditures for the year in which the grant was used.

- ▶ For final reports, please provide project income and expenditure information compared to the approved project budget. If there are any major discrepancies, please explain.
- ▶ For interim reports, please provide project income and expenditures-to-date compared to the approved project budget. If there are any major discrepancies, please explain.
- ▶ A list of all sources of income for the project *with amounts*.

C. Financial Attachments:

- ▶ Most recent audited financial statements, if not already provided.
- ▶ Most recent annual report, if not already provided.

III. ATTACHMENTS (optional)

- ▶ Publications, educational materials, news articles, videotapes, or other relevant materials about your organization or the funded project.