

REPORTING ON YOUR 2018 WELLBEING GRANT



Successful applicants who receive funding from the Wellbeing Grant 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 30th** of the year for which the grant is received. For example if a grant was awarded in March 2018, the grant recipient must provide a completed report by November 30, 2018.

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 FORM

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 (e.g. flyers or annual reports)
- DON'T skip questions
- DON'T assume that the City will call you for additional/clarifying information. It is your responsibility to ensure that you answer the questions as best you can

WHERE DO I SEND MY REPORT?

For grants awarded for 2018, all signed and completed reports should be submitted electronically to the City of Guelph no later than November 30, 2018, to:

wellbeinggrants@guelph.ca

TIPS ON COMPLETING THE REPORT

This section provides guidance on how to answer questions on the reporting form. The focus of this section is on questions that might be more difficult to answer.

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, other assets
- Administrative supplies

WELLBEING GRANT

Reporting Guidance for 2018 Grants



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

Describe who benefited from the work and how they benefited. Make sure that your answer describes how the work contributed to the Wellbeing Grant Program Goal areas you selected.

Question 4: 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 really well and those that worked less well, and why.

Question 5: Please provide the end of year result and commentary for each of the following performance measures.

The grant application form you completed to apply for the grant asked you to estimate the number of people 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 that you counted over the last year.

In this table, you must provide numbers (the end of year result) and commentary for each of the following things:

- The number of people who benefited from the activities – Guelph residents
- The number of people who benefited from the activities – Non-Guelph residents
- An estimate of the dollar (\$) value of other funding/in-kind resources you leveraged as a result of the City contributions (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 (e.g. April 1, 2018 to March 31, 2019) has not yet ended, forecast the numbers based on year-to-date information and past experience.

Question 6: Please list the performance measures from your original application and the actual performance results.

Like Question 5, the grant application asked you to provide some performance measures that would help others understand the impact of the work supported by the grant. In this table, list these measures and report the actual numbers (result) that you counted over the last year. Also provide a brief commentary on each result. There should be up to three (3) measures to show each following things:

- How much work was done
- How well the work was done
- What difference the work made

Question 7: A success story

Share a story that shows the impact that the grant has had on the Wellbeing Grant Program

WELLBEING GRANT

Reporting Guidance for 2018 Grants



goals you selected. 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 must not include their real names, or any other details that may tell us who that person is.

Question 9: Financial summary

This section is asking for financial information **specific to your grant request**. The grant application asked you to project your budget for the fiscal year in which the grant would be applied (i.e. "Coming Fiscal Year").

In this table, under the column "Planned Budget", record the budget as recorded on your application form.

Under the "Actual" columns, record the actual revenue and expenses **associated with your grant request**. 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.

For example, you received a grant for a project which runs for the fiscal period of April 1, 2018 to March 31, 2019. In the "Actual" columns, record amounts which include the year-to-date actual amounts plus a forecast for the remaining period until March 31, 2019.

FOR MORE INFORMATION

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