**Introduction**

|  |  |
| --- | --- |
| **Instructions – Report Narrative** | |
| Please submit the report by the date provided in the email reminder and detailed in the grant agreement. The narrative report is meant to focus on measures/outcomes identified previously in the awarded application. There is no need to include any details of your work for the coming year. If specific performance measurements were required, those will be submitted through another report link.    If you have any questions or difficulties, visit our FAQ page for assistance. If further support is needed, please do not hesitate to contact us at 212.360.6173 or grants@pclbfoundation.org.  If your organization is reporting on multiple awards, you will receive separate links for each award. This form is for the following:  **Organization Name:**  **Proposal Title:** | |
| **Award Date:** | **Award Amount:** |
| **Grant Start Date:** | **Grant End Date:** |

|  |
| --- |
| **System Tips** |
| * If you wish to print a copy of the full report form, click on the "Printer Friendly Version" icon at the top right of this page. * Save your work frequently as the system will time-out after a period of time. Although the "Save & Submit Later" option is available, some users find it helpful to draft responses first in Word and then copy and paste answers into the online system. * Note that our portal does not currently support hyperlinks and html formatting, and it will not transfer into the text fields. If you have additional materials to share, you may upload them as files at the end of the form. * If you wish to transfer the "ownership" of the report so that it may be submitted by another colleague, go to the Requirements section of your account in the grants portal. Locate the report and under “Action,” select the option to "transfer to new owner" and follow the prompts. |

**Narrative**

|  |
| --- |
| **Organization Information** |
| **Have award funds been fully spent?** Yes / No  If this is a multi-year grant, respond to this question based on the funds awarded for the current grant year.  **If not, will funds be fully spent by Grant End Date?** Yes / No  If this is a multi-year grant, respond to this question based on whether funds will be fully spent by the end of the current grant year.  **If not, by when do you anticipate spending all funds?** mm/dd/yyyy  **Provide a brief explanation for why more time is needed to spend all funds.**  **You have previously indicated that you would measure your work as follows:**  This is a read-only field and is populated with the measures/outcomes identified previously in the awarded application.  **In light of the above, were you successful in achieving said measures/outcomes, or on your way to achieving them by the end of the grant period?** Yes / Partially / No  **Please elaborate.**  **Optional: Is there anything else you would like to share about the organization's work or accomplishments in the past several months that is not already discussed in the section above?**  Only use this section if you feel the need to share more about the organization's amazing work and accomplishments. Otherwise, you may move on to the next question.  **What is something that was a surprise, something that the organization learned, or will remember from this past year. Describe any actions you have taken based upon this information.**  In this section, we hope you will share with us some of the revelations or reflections the organization has had through the course of its recent work. Please do not use this section to share even more details of organizational accomplishments, as we have reserved other sections of this report for that purpose. |

**Optional Attachments**

|  |
| --- |
| While not required, organizations are welcome to submit additional documents that share/showcase organizational successes and progress.  To upload, first select "Choose file" then browse and select file. Then click "Upload" to attach the file to your submission. To submit multiple files, you may upload an entire FOLDER. |