

## Collaborative Strategies Planning Grant Reporting Form



### Collaborative Strategies Planning Grant Reporting Form General Instructions

- Following are MeHAF's reporting requirements for Collaborative Strategies Planning Grantees:
  - The due dates of the Collaborative Strategies Planning Grant final reports have been extended from Friday, November 13 until Wednesday, November 25. If you have any questions or concerns about your report or its due date, please contact the Grants Manager.
  - Complete narrative and financial reports using MeHAF's reporting forms. Reporting forms are available on MeHAF's website at <http://www.mehaf.org/reporting-instructions.aspx>.
  - Grantee shall retain copies of all reports in its files for a period of not less than four (4) years after expiration of the Period.
  - Future funding from the Foundation is conditional upon the receipt of timely and acceptable interim and final narrative and financial reports.
- Submit two copies of completed reports by regular mail to:

<p>Catherine Luce Grants Manager Maine Health Access Foundation 150 Capitol St., Suite 4 Augusta, ME 04330</p>
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Reports may be submitted electronically to [cluce@mehaf.org](mailto:cluce@mehaf.org) as well, but please send hard copies to the Foundation by the due date.

## Collaborative Strategies Planning Grant Reporting Form

### Collaborative Strategies Planning Grant Report

Please address each question in the appropriate area of the table below.

#### Grantee Information

Grantee Organization:	
Grant Number:	
Project Title:	
Total Grant Amount:	
Project Director:	
Project Director Job Title:	
Address 1:	
Address 2:	
City:	
State:	
Zip:	
Phone:	
Fax:	
E-Mail:	

1. Update us about your organization. Please note any significant organizational changes or challenges that have occurred since the start of the project, such as changes in project staffing. If none, state "none."

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2. In narrative form, describe your participation in the planning process addressing the following questions (add extra rows if necessary):

- What background information/studies did you share with the group, and which were most helpful to the group's thinking?
- How many individuals did you reach through the surveys and/or focus groups, and how do you feel their input helped shape the group's thinking and the final recommendations?
- What were your major contributions to the drafting of the recommendations, and how do you feel your perspective helped shape the group's thinking and the final document?

3. In narrative form, describe the group's work together.

- Which information/studies/presentations were most beneficial and why?
- Which conversations were most helpful to the group's work?
- How did the drafting and editing process shape the final report?
- Were there any surprises in the issues that rose to the top of the priority list?
- Do you feel that the final recommendations are an accurate reflection of the group's conclusions?
- Do you feel that the final recommendations accurately reflect the opinions of the people who participated in focus groups and filled out surveys?
- Did you learn new information that will be helpful to you/your organization? If so, how?

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<p>4. In narrative form, tell us if you think the planning recommendations will have an impact on improving health in Maine.</p> <ul style="list-style-type: none"><li>• Will the final recommendations be helpful to you/your organization's work in the future? If so, how?</li><li>• Do you plan to share the final recommendations with others like your board, co-workers or coalition members? If so, how?</li></ul>
<p>5. In narrative form, tell us about the general approach of the grant.</p> <ul style="list-style-type: none"><li>• Do you think the group planning process was successful?</li><li>• What impact did the IRB have on the process as a whole and on your work in particular?</li><li>• What would you have done differently?</li><li>• Would you participate in another, similar, planning process in the future?</li></ul>
<p>6. Have there been any ripple effects from this project (for you, your organization, or collaborators)?</p>

## **Collaborative Strategies Planning Grant Reporting Form**

### **Financial Report**

Please fill out the Financial Report Form (an EXCEL spreadsheet), inserting numbers from the budget submitted with your application in the “Budget” columns, and actual financial results in the “Actual” columns. Please tell us how your organization spent its MeHAF grant funds AND the total project expenditures. If needed for clarity, please attach a brief budget narrative to the Financial Report form.