

City of San Luis Obispo Grant Recipient Report Template

Midyear Report Due: Date - Year-End Report Due: July 20, (YEAR)

Grant Name:			
Grant Year:			
Type of Report:	Midyear Report (check box)		End-year Report (check box)
Organization:			
Project Name:			
Administrator's Report: (A brief synopsis of the activities of the reporting period, including a statement of the activities, service or programs provided as described in Exhibit A (your grant application) and any changes that have occurred during the reporting period. <i>If operations or service provision have changed, please disclose, and explain the reasoning and response to changes in this section.</i>)			
Statistical Report: (This section must include 1) the metrics reported as described in Exhibit A (your grant application) and 2) the demographic data collected through the surveys.)			

Financial Report: (A financial statement detailing how the City's grant funding has been or planned to be allocated.)

Grant Metrics & Performance Outcomes Template

Metrics/Performance Outcomes	Results
<p>1. Number of individuals served.</p> <p><u>Served</u> refers to individuals specifically receiving any of the following:</p> <ul style="list-style-type: none"> • Services directly provided by the grantee; • Program/project applications, instructions, trainings, products, or concepts; • Information (orally or in printed, in-person, virtually or over the phone); • Any materials (flyers, brochures, pamphlets, etc.); • Referrals (via phone, in person, electronically, etc.) 	
<p>2. Number of service hours provided.</p> <p><u>Service hours</u> refer to any amount of time that is directly linked or performed as part of the work defined within the scope of the agreement signed by the grantee.</p>	
<p>3. Number of activities.</p> <p>Activities can be defined as gatherings, events, or service provision either the grantee organizes or attends. In either case, grantee must specify if it attended or organized the activity, event, or service provision. This can be events, workshops, panel discussions, roundtable discussions, presentations, visits, consultations, advocacy on behalf of clients, etc.</p> <ul style="list-style-type: none"> • Activities include any gathering, presentation, event, service provision or activity designed to promote programs, services, or concepts related to the components within the scope of the agreement signed by the grantee. • Activities also refer to any gathering, presentation, event, service provision, or activity designed to create awareness of the programs, services, or concepts related to the components as defined within the agreement signed by the grantee. • Activities also refer to any gathering designed to outreach, engage, consult, advocate, visit, and collaborate with the community as defined within the agreement signed by the grantee. 	
<p>4. Estimated number of individuals attending activities.</p> <p>Based on the scope of the agreement signed by the grantee, please provide a rough number or best estimate of individuals that 1) either attend a grantee led event or 2) approach the booth/table in which the grantee participates.</p>	
<p>5. Report perception of services provided and/or engaged activities.</p> <p>Survey individuals to measure the impact of the services provided and/or engaged activities as described within the scope of the agreement signed by the grantee. Report in percent and total number of individuals served. Technical assistance can be provided to grantee in development of questions.</p>	
<p>6. Demographic Questions</p> <p>Demographic questions are highly encouraged to be completed by individuals that fall within the grantee's scope of services. A current demographic survey is available and is highly encouraged for grantee to reach out for the demographic survey template.</p>	<p>To be reported by grantee in statistical section above.</p>

(must be reported by all grant recipients)

Name

Title

Phone

Signature

Date

E-mail

Once signed, please scan and e-mail to Nestor Veloz-Passalacqua, DEI Manager (nveloz@slocity.org) and to dei@slocity.org.