**Submission Date:**

Click here to enter a date.

**Organization Name**: Click here to enter text.

# Grant Number: Click here to enter text.

# Grant Title: Click here to enter text.

# 2016-2017 Amount Allocated: Click here to enter text.

**Program Start Date:** Click here to enter text.

**Program End Date:** Click here to enter text.

# Program Contact Name and Title:

Click here to enter text.

# Email:

Click here to enter text.

# Phone:

Click here to enter text.

# Executive Director:

Click here to enter text.

# Email:

Click here to enter text.

# Phone:

Click here to enter text.

**Organizational website:** Click here to enter text.

**Organizational address and phone number(s):**

Click here to enter text.

**E-Signatures** *(Typing your name is sufficient)****:***

**Chief Voluntary Officer’s E-Signature:** Click here to enter text. **Email:** Click here to enter text.

**Chief Executive Officer’s E-Signature:** Click here to enter text. **Email:** Click here to enter text.

**Chief Financial Officer’s E-Signature:** Click here to enter text. **Email:** Click here to enter text.

**DEMOGRAPHIC INFORMATION**

**Geographic Areas served by grant** (check all that apply):

New York

Bronx

Brooklyn

Brownstone Brooklyn

Nassau

Suffolk

Manhattan

Queens

Staten Island

Westchester

Israel

North

Central

South

Jerusalem

National

Other: Click here to enter text.

Former Soviet Union

Moscow

Other: Click here to enter text.

Europe

Eastern

Central

Western

**Populations served by grant** (check all that apply)**:**

Age Group

Young Children (Infant-2)

Children (3-12)

Teens (13-17)

College Age Adults (18-22)

Young Adults (23-39)

Adults (40-64)

Older Adults (65+)

Denomination

Conservative

Haredi

Reform

Reconstructionist

Modern Orthodox

Israeli Jewish Renewal

Unaffiliated

Other: Click here to enter text.

Ethnic/Demographic Group

Russian Speaking

Interfaith

Sephardic – Syrian

Sephardic – Other

Persian

Bukharian

Israeli-American

Israeli

Ethiopian

Arab-Israeli

European – Eastern

European – Western

European – Central

Single Parents

LGBTQ

General Population

Other Groups:

Click here to enter text.

**Logic Model to Assess Accomplishments:** Complete the logic model table below. List three inputs you utilized, three specific activities you carried out, three main specific outputs you obtained, and three specific outcomes that resulted. You will be asked to reflect on this model when filling out the upcoming narrative section of the report.

|  |  |  |  |
| --- | --- | --- | --- |
| **Target Populations:** Who or what did you hope would be affected by your program, directly and indirectly? (e.g., specific individuals, cohorts, neighborhoods, or organizations) How large was the target population? What specific needs of theirs did your initiative been seek to address? *Example: 15 LGBTQ Jewish families living in Long Island who lacked pathways to engagement in Jewish life.* | | | |
| **INPUTS** | **ACTIVITIES** | **OUTPUTS** | **OUTCOMES** |
| What people and resources did you need to carry out your program? | What specific actions, strategies, or interventions were done with or for the targets of the intervention in an attempt to create the desired changes outlined in the Outcomes box? | How many of the target population were reached by these activities? How many sessions or deliverables were produced? (e.g., numbers trained, units of service completed, and/or other deliverables, that show that you achieved your outcomes) | What changes that resulted from the activities? Specifically: observable changes in behavior, attitude, perception, and knowledge within a person, institution, community, or society. |
| *Example:* *One outreach program coordinator.* | *Example:* *Four seasonal events were held— around Sukkot, Hanukkah, Passover, and Shavuot — to welcome Jewish LGBTQ families on Long Island.* | *Example:* *We engaged approximately 50 more people, representing an additional 15-20 family units, at these events.* | *Example:* *At least 15 LGBTQ Jewish Long Island families attended a Jewish event at a venue that they had never been to before.* |
| 1) | 1) | 1) | 1) |
| 2) | 2) | 2) | 2) |
| 3) | 3) | 3) | 3) |

**NARRATIVE SECTION** (Please type all responses in size 12 font):

1. **ABSTRACT/SUMMARY (200 words maximum).** The purpose of this section is to provide a brief and clear description of your project. Consider the significance and innovation of your project and its relevance to the funder’s goals. Describe the initiative’s purpose and the outcomes that resulted from your grant’s activities.

Click here to enter text.

1. **PROGRAM ACTIVITIES AND IMPACTS (500 words maximum).**

2A) What populations had you been trying to reach, and what needs of theirs had you been trying to satisfy?

Click here to enter text.

2B) What were your project’s goals and desired outcomes?

Click here to enter text.

2C) What activities or programs did you carry out to accomplish these goals? What were the outputs?

Click here to enter text.

2D) What were the actual program outcomes? Please describe the changes that your program had on the needs of your target populations.

Click here to enter text.

2E) How did staff and volunteers shape your program?

Click here to enter text.

1. **PROGRAM CHALLENGES AND CHANGES (300 words maximum).**

3A) What were some of the challenges that you encountered over the course of the program? How did you address these challenges? What might have been better ways to address them? How could these changes be anticipated in the future?

Click here to enter text.

3B) Were there any major changes to your original objectives, activities, client populations, staff, funding, budget, or other aspects of your original proposal? If so, please describe them and how they were met.

Click here to enter text.

1. **PROGRAM EVALUATION AND LEARNING (200 words maximum).** Please describe your evaluation plan and how you implemented it. Were there any unexpected results? Are there ways that UJA-Federation of New York could have better assisted you in evaluation planning and implementation?

Click here to enter text.

1. **UJA-FEDERATION OF NEW YORK FUNDING (200 words maximum).**

5A) How did you acknowledge your UJA funding in your program and publicity materials?

Click here to enter text.

5B) How did you co-brand the program? Please provide examples of co-branding.

Click here to enter text.

1. **ISRAELI GRANTEE QUESTIONS (300 words maximum).**

(Please note: for **Israeli** grantees **only**. If you are **not** an Israeli grantee, please proceed to **#7**.)

6A) How did this program define success?

Click here to enter text.

6B) How did you measured success, or progress towards success?

Click here to enter text.

6C) What segments of Israeli society were formally brought together through this grant? How many individuals from each segment did you directly train or work with?

Click here to enter text.

1. **FINANCIAL INFORMATION AND OTHER SUPPORTING MATERIALS**: Please complete the attached financial reporting form. You **must** use the attached version of the **UJA-Federation of New York Grant Financial Reporting Form (.xls)**. We will not accept older and/or unlocked versions. You can include additional program budget formats, if needed.

Please make sure that:

1. All of the correct information is entered into #1, 2, 3, and 6.
2. The correct report type is selected in #4.
3. The correct granting period is selected in #5.
4. The correct grant ending period is selected in **each** column of #7 (A, B, C, and D, if applicable).
5. Actual year-to-date expenses (#7B) are approximated to the nearest dollar amount, not to the nearest tens or hundreds. For example, if an item cost $6,587.94, then that should be listed as $6,588 (**not** $6,590 **nor** $6,600).

**2016-2017 Standard Final Report Form Checklist:**

**Basic Information (Page 1)**

**Demographic Information (Page 2)**

**Logic Model (Page 3)**

**Narrative Section (Pages 4-5)**

**Financial Report (Grant Financial Reporting Form)**

**Complete** **Checklist (Page 6)**