PASO DEL NORTE
HEALTH FOUNDATION

Instructions for Online Progress and Final Reports Submission

The *progress and final reports* are tools by which each grantee reports to the Foundation. The report must be submitted by the dates listed on the MOA /Contract to assure continued funding and facilitate provision of technical assistance. Progress reports must be delivered using the Foundation's online grants system, unless directed otherwise by Foundation staff. Include page numbers and the grantee organization's name at the bottom of each page.

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The report will be visible in the grant account owner's portal and must include the following sections. Upload a report narrative in PDF format that includes the following sections. Additional sections or information may be added as deemed necessary by your agency or requested by Foundation staff.

Section #1:   **Cover letter:** Must be included from the Executive Director/Official of the fiscal agency indicating that the organization is officially submitting the progress report.

Section #2:   **Progress:** List the grant funded program's objectives and document progress toward the objectives. List each objective as presented in the original proposal and explain how each was met in this reporting period.

Section #3:   **Barriers:** Describe barriers or problems, internal and external, encountered during this period related to the grant funded program's design, staffing, or operation and describe how they are being solved.

Section #4:   **Feedback:** Provide feedback related to the initiative, Foundation, and the Evaluation & Technical Support Teams (if applicable).

Section #5:   **Plans:** Describe future plans for the program. Provide a list of upcoming program events/deliverables including details about the events/deliverables.

Section #6   **Financial Report & Narrative:** Provide a financial report comparing the approved budget from the original proposal to the actual expenditures. Include a narrative to explain the use of funds or movement among funding lines.

Appendix: You may include no more than (4) photographs, sample educational materials, newsletters, evaluation forms, or other documents specific to funded program.

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The progress/final report will be made available to the grant account owner. You may access a link to view your grant account under the Grant Center tab on our website. If for some reason you need to save your work and finish later, you may log back in to the account using the grant account link found under the Grant Center tab.

If you have any questions, please contact:
(915) 544-7636