# CCSWG Women’s Recovery Response Grant Program

# Final Report Template

## Project Details

**INSTRUCTIONS: Complete the following table with details of the project.**

|  |  |
| --- | --- |
| Legal Applicant Name/Organization | <Insert title of project> |
| Location | <Insert the county(ies) and city(ies) served by your grant activities> |
| Reporting period | <Insert the time period covered by the report, e.g. when you received funds until your grant activities concluded. This final report is for the life of the grant. Include any extensions, if applicable> |
| Report compiled by | <Insert the name and title of the person who prepared this report> |
| Date submitted | <Insert date of report submission> |

## Summary

**INSTRUCTIONS: Insert a one - three paragraph summary of the overall work conducted during the entire grant cycle. This information will be shared by the Commission.**

<Insert text here>

## Activities & Outputs

**INSTRUCTIONS: Complete the following section below for all encompassing activities in the project for the entire year (see example below). Describe your overall activity and the outputs generated. Note: there is no limit to the number of activities you can report on. Your outputs should include a statistic, pie chart, or infographic (whichever you chose) that is descriptive of your overall impact for the year.**

### *Example:*

*With funding from CCSWG, our diaper program distributed 17, 5000 diapers to women in Shasta County, which was a 75% increase over distributions in 2020. These necessities improved overall well-being for women and children post-COVID.*

*The above is an example on how to provide visual representations of your metrics.*

## Audience & Partners

**INSTRUCTIONS: Complete the following table describing your collaboration with each of the partners/stakeholders/communities involved in the project. Please include any links to media coverage of community events or outreach in the tables below.**

The following table summarises the engagement with the target audience/community and key partners during the grant period:

|  |  |
| --- | --- |
| Audience / Partner | Engagement |
| ***EXAMPLE***  *Unemployed women in Yolo County* | *We have been outreaching to unemployed women through the Yolo’s Career Center and have engaged 200 women through digital communications. We have registered 75 directly for future scheduled training sessions.* |
| ***EXAMPLE***  *Local Commission* | *We onboarded two new commissioners from the community and partnered with one other local commission to understand their engagement activities for underserved communities.* |
| <Insert> | <Insert> |
| <Insert> | <Insert> |

## Challenges & Lessons Learned

**INSTRUCTIONS: Complete the table below with challenges that were encountered during the grant cycle and the lessons learned. Include any solutions that you implemented. Please also include links to any data or reporting that came out of this process that was unanticipated at the outset of the project.**

The following table summarises the challenges we have faced during the grant cycle and the lessons learned/solutions for each challenge.

|  |  |
| --- | --- |
| Challenge | Lessons learned / solutions |
| ***EXAMPLE***  ***Language barrier of program materials*** | *We recognized that many clients faced a language barrier with our brochures, website, and program materials and we engaged a translator to help translate materials to Spanish, Farsi, and Tagalog.* |
| <Insert> | <Insert> |
| <Insert> | <Insert> |
| <Insert> | <Insert> |

## Budget

**INSTRUCTIONS: Use the attached Excel document to report on your expenditures over the life of the grant award. Provide a summary of the expenditures during the grant cycle compared to the original budget and expenditures to-date. Explain any discrepancies or changes to the budget below.**

<Insert text here>

## Mixed Media

**INSTRUCTIONS: Provide a description of any files or images you are sharing to further demonstrate the activities of the grant in a Word doc, PDF, or PNG. Please include a description of the photos including date, time, and location and captions that identify key people. Note that your organization must obtain appropriate release documentation if minors are included in the photos.**

<Insert summary of files or images you are sharing here>

**Reminder:** Please include your organization’s logo when submitting your final report. It may be pasted here or added as an email attachment in your submission.

Please attach 1-3 pictures of events or activities that help capture the work done under this grant. These may be used to showcase the incredible work conducted by your organization in CCSWG’s materials and on the website! Those may be pasted in this document or included as an attachment in your submission.

Please do not attempt to upload anything to Google Drive, as it is no longer being utilized.

## Report Submission

**INSTRUCTIONS: Final reports and expenditures are due by March 31, 2023 unless you have arranged an alternative deadline, in writing, with CCSWG. Please submit your final documents via email at** [**FinalGrantReports@women.ca.gov**](mailto:FinalGrantReports@women.ca.gov)**.**

All emails should contain the subject line “Final Report and Expenditures”. Reports should be attached as PDF or word files and the Expenditure Summary should be emailed as an Excel spreadsheet. Be sure to include your organization’s logo and up to three photos, as well. For additional questions, please email us at [grants@women.ca.gov](mailto:grants@women.ca.gov).