IMPACT FUND
GRANT PROGRAM

Agenda

Welcome - BHS Staff Introductions

Final Report Outline and Resources

Evaluation & Closeout Process

System Navigation

Questions

Final Report Outline

Three Content Areas:

1) **Final Report** - Narrative, Demographic Data, Other
   Demographic Data Table Template

2) **Budget** - Budget vs Actual, Fiscal Documentation
   P&L Example
   P&L Transaction Support Example

3) **Objectives** - Progress/Completion status of each, Quantitative results,
   Supporting documentation (i.e. data, flyers, meeting agendas, etc.)

Other Resources: 2022 Online Portal Navigation Instructions

Tips for what makes good **P&L** (profit & loss) documentation:

All financial documents should be a system-generate report, not a manual excel spreadsheet.

- **Header** includes <u>organization's name</u> and <u>period of time</u> covered. Dates should be for the grant's period of performance

- **Revenue** is for <u>LCBHS grant funding only</u> (not whole organization). It is recorded accurately and is clearly defined

- **Expenses** are in line with the budget. Variances to the budget can be explained in the budget narrative

- **Indirect** expenses is listed separately and within the 20% maximum

Tips for what makes good <u>P&L Transaction Detail</u> documentation:

- Transaction detail is provided to support the amounts on the Profit and Loss Statement. *(i.e. Total Revenue over Expense line item <u>matches</u> to the Profit and Loss Statement total)*

- Each transaction provides a description, date, and amount.

- All detailed transactions were approved or within $1000 or 25% of the budget line item for the grant. If not, explain the variance in the narrative.

- Different activities (example the Travel expenses) are summed as a whole and easily match back to the Profit and Loss Statement.

- Although Indirect Expenses may include several totaled sums, totals are highlighted to easily identify/reconcile what all is included.

Supporting Documentation for your Objectives

Used to demonstrate accountability and promote efficacy of your work

Examples of support documentation could be:

- Charts & graphs
- Statistical summaries
- Feedback or testimonials
- Training curriculum or agendas
- Campaign materials, event flyers, and photos
- Tracking of attendance or services provided
- Annual reports or links to webpages, blogs, reports that can be found online
- Dashboards

Please do <u>not</u> include any individual/personal identifiable information

Evaluation & Closeout Process

Once submitted BHS staff will review:

1) **Program Evaluation** - Did the grantee meet the objectives proposed? (80% of objective is considered "Met") If not, what did they learn?
2) **Expenditure of Funds** - Did the grantee meet its financial obligations within the parameters defined in the grant agreement?
3) **Impact** - How did this program/project improve outcomes for Larimer County residents? What were the results?
4) **Data** - Can the grantee quantify or track the benefits from these grant dollars?
5) **General Compliance with Grant Agreement terms**

If any questions come up during the review process staff will reach out for more information.

LCBHS intends to closeout the grant within 60 days from final report submission.

Questions?

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