



REPORTING ON GRANTS

Grant recipients will be required to provide systematic and meaningful reporting on the use of grant funds.

This reporting assists Deersbrook in measuring the SSROI (Spiritual and Social Return on Investment). Deersbrook is committed to measuring its impact within the Body of Christ and in society. We actively do this through the reporting process.

Your accountability in this way will also further the relationship between the Deersbrook Foundation and your organization. Used properly, this type of reporting may contribute to your ongoing organizational assessment and development; enhance your relationship with other donors; and/or, create a source of reference for potential donors to your ministry.

Following is a recommended outline for reports:

Project Summary

- Purpose of the project (as stated in our original letter agreeing to partner with your organization)
- Project budget (insert amount)
- Amount of grant (insert amount)
- Interim (or Final) Report *x* of *y* (insert the number and type of report you are remitting – for example, *Final Report 2 of 2*)

Expected Spiritual and Social Return on Investment (SSROI)

- Copy the SSROI section identified in the application process and insert here - these will be the clear, attainable and measurable results you plan to achieve
- Link your project results to the proposed SSROI.





- Reports should show the baseline status, and results achieved at stated intervals
- Optional: one or two narrative paragraphs describing the specific results that have been achieved through this project to date

Difficulties Experienced

- One or two paragraphs stating an honest account of any difficulties that have been experienced in the execution of the project
- Any variance from the original project proposal should be commented on at this point

Lessons Learned

- Especially at the conclusion of the project, it is important to reflect as an organization on what you have learned as a result of implementing this project
- What would you do/not do again? Why or why not?

Budget vs Actual Financial Report

- Include a financial report (revenue and expenses) specific to the project, indicating budget vs actual amounts, and explaining variances

Personal Impact

- Include a testimony or descriptive giving a short story of how one person has benefited from the project
- If available, insert a colour photo of the person or of the project
- Add a meaningful caption to the picture

Other Information

- Title the report after the same project title given in your proposal





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- Insert your colour logo
- Include the dates covered by the report
- Select one or two charts or graphics to add value to the report
- Add contact information for the person preparing the report
- Have someone proofread your report before releasing it
- Ensure reports are delivered on time
- A good report does not have to be long and can range between 3-5 pages
- Please send current copies of audited financial statements whenever these become available
- Reports can be emailed to Deersbrook Foundation as a Word or Adobe file; hard copies are also welcome
- Reports sent to Deersbrook may be posted on our website if your permission is obtained first

CONTACT US

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