The Ramsey McCluskey Family Foundation Trilogy Reporting Guidelines

These reports allow the Foundation a standard way of collecting information about the results of our Trilogy grants. Because we only award a small number of grants to organizations that are doing work, we are strongly interested in supporting, we are eager to learn of the results of the projects. We greatly appreciate the time grantees spend preparing these reports and helping us to learn more about your work.

Yearly Report

Timing:
This progress report should be sent to the Foundation in March after the first and second year of your Trilogy Grant.

Media:
This report should be sent via email to rmfndn@gmail.com

Content:
This report should first include the name of your organization and a short description of the project for which the grant was awarded. The report should then provide a paragraph or two to answer each of the following questions.

1. What is the status of the project?
2. How does this status compare to the project plan?
3. What successes and accomplishments have you experienced to date?
4. What surprises, difficulties or hurdles have encountered to date?
5. What are the main activities and schedule for the next year of the project?
6. Have you made any changes to the scope, plan, goals, or expectations of the project?
7. What interim evaluation have you done to date, and what are your plans for evaluating the success of this program at the end of the grant period?
8. Have there been any major changes in your organization or leadership in the past year?

Final Report

Timing:
This report should be sent to the Foundation no later than June 30 at the end of the Trilogy grant period.

Media:
This report should be sent via email to rmfndn@gmail.com

Content:
COVER SHEET -- please include:
Name of Organization:
Address:
Name/Title of Person preparing this Report:
Phone Number:
Purpose of Grant:
Period covered by this report:
EVALUATION SECTION -- please include detailed answers to the following as appropriate:
Organization:
1. Have there been any major changes in your organization or leadership in the past year?

Project:
2. What is the status of the project?
3. How does this status compare to the project plan?
4. Have you made any changes to the scope, plan, goals, or expectations of the project?
5. What successes and accomplishments have you experienced to date? What do you see as the most notable accomplishment of the Trilogy Grant?
6. What internal and external factors have contributed to or impeded the success of this project?
7. What has been learned from this project? What aspect worked the best? What would you do differently if you had the chance?
8. What evaluation of the project have you done and what are the results?
9. What are the measurable outcomes? (How many people have been involved, how many hours, any other measurable activities.)
10. What are your plans, if any, to continue the work of this project?

Optional:
11. Please attach links or pdf files of any articles, materials, newsletters, etc. that have been published regarding this project.