



**United Way**  
Saskatoon & Area

## **Saskatoon Collaborating Funders Partnership Project Reporting Form and Guide**

Follow up for program funding year June 1 to May 31

**DUE JULY 15**

Please submit this form to your primary funder, either:

City of Saskatoon at [grants@saskatoon.ca](mailto:grants@saskatoon.ca), or

United Way of Area and Saskatoon at [ahowe@unitedwaysaskatoon.ca](mailto:ahowe@unitedwaysaskatoon.ca)

Agency: \_\_\_\_\_

Date: \_\_\_\_\_

Agency representative \_\_\_\_\_

Please read the instructions before writing your responses:

1. Carefully review the reporting form questions and *Tips on Completing This Report* starting on the next page. If you have any questions, please contact your primary funder.
2. You have a limited amount of space to answer each question. You do not need to use all of the space provided. Your answers should be as clear and concise as possible.
3. To save the completed form, choose File > Save As and rename the file using your organization's name and the year (e.g., CommunityBasedOrganization\_2021-22).
4. Once you finish the reporting form, save it and send a copy to your respective funder by July 15.

### **Tips on completing this report**

1. Please provide a brief (150 word) description of the funded project/organization. What were the major activities?
  - *Be as specific as possible about what you did and how the resources were used.*
  - *Mention the need or problem that the project was designed to address*
2. Who was the intended target group (or groups) of your project/agency's work?
  - *Please be as specific as you can about who you intended to help: e.g., age, gender, ancestry.*
  - *You may also want to highlight the neighbourhood or geographic area you hoped to serve*

- *Some projects are designed to reach more than one group (e.g., children and their parents).*
3. How many members of your target group(s) participated? How many other people participated? *You may put in actual numbers.*
  4. Were participants engaged in the design and delivery of the project? If so, how?
    - *Did member of your target group inform agency or program decisions? How did you get their feedback and help?*
  5. What were your intended outcomes? *In what ways did you expect participants to be better off as a result of this work?*
    - *refer to the outcomes in your funding application. If you didn't reach your goals that is ok — detail what outcomes couldn't be reached and what you learned.*
    - *Are there outcomes that say your participants are better off. For example, "20 people came to our event" is not an outcome, but "18 of the 20 attendees at our event reported learning something new about healthy eating" is an outcome. "We were able to hire new staff" is not a benefit to your participants.*
  6. How did you evaluate this project? For example, *did you survey participants? Did you conduct focus groups?*
    - *Be as concrete as you can. "we circulated a survey to all of our participants during the graduation event" is better than "we got feedback from clients."*
    - *Mention qualitative methods (such as interviews, or journals, or drawings) as well as numbers.*
    - *Remember that your evaluation strategy doesn't have to be complicated in order to generate useful information!*
  7. How many people provided feedback through the evaluation?
    - *We know how challenging it can be to get people to provide feedback. If you were only able to get 10% of your participants to provide feedback, that is ok. However, it is important context for us to have as we are reading your report.*
  8. What were your evaluation findings?
    - *Highlight what the findings tell you about your intended outcomes. No project achieves all that it wants to do, but it is important to be clear about where the project was more or less successful than expected. Reflect on why this might be the case.*
    - *You may also have other insights. Perhaps your evaluation gave you a better understanding of the issue you were trying to address or helped you better understand obstacles to success. Perhaps you were more successful with some target groups than others. All of that information is useful to us and can be included here.*
    - *If you achieved important outcomes that were unexpected, mention those here.*

9. What did you learn through this project? How will that learning inform you future work?
  - *This question discovers what is important about your evaluation findings.*
  - *It is a good place to explain the evaluation findings that can be misunderstood.*
  - *These lessons may have emerged through your evaluation or through your day-to-day experience.*
  - *You may wish to highlight the ways your organization is better equipped to advance your mission as a result of this project.*
  
10. Did you have any partners in this project? If so, please list. *Who did you work with to accomplish this mandate?*
  
11. Can you share a story about your project that illustrates how it made a difference for the target audience?
  - *It is sometimes tempting to pick a story about a time when your project helped someone in a surprising or dramatic way. However, it is helpful for us if you pick a story that highlights your intended outcomes (or the primary ways in which your project helped people).*

***Please Proceed to the Reporting Back Form Below.***

## Saskatoon Collaborative Funders Partnership Reporting Form

1. Please write a short description of the funded project or operations that were funded. What were the major activities?

2. Who are the target groups for the project or organization? *Please be as specific as you can about who you intended to help: e.g., age, gender, ancestry.*

3. How many members of your target group(s) participated? How many other people participated?

4. Were participants involved in the design and delivery of the project or agency initiatives? If so, how?

5. What were your intended outcomes? (please list no more than 5) *To answer this question, look at your funding request (application). Focus on how you expected participants to benefit from this work (e.g., new skills, new knowledge, improved social connections, reduced risk)?*

6. How did you evaluate this project? List the methods you used to gather feedback, being as specific as possible. *For example, did you survey participants using a survey handed out during the meeting? Did you conduct focus groups with partner agencies?*

7. How many people provided feedback through each of the methods listed above?

8. What did your evaluations tell you? Did you meet your objectives. *Please write one paragraph about what you learned about each of the intended outcomes listed under question 5 above. Did you achieve other, unexpected outcomes? If so, please comment on those as well. If you have additional information about your evaluation findings (such as an evaluation report, for example) you may choose to attach it to your report. This is not required, however.*

9. What did you learn through this project? How will that learning inform your future work? Please limit your answer to two or three paragraphs. *Lessons learned may focus on challenges faced, strategies that proved helpful, or changes made to the program model, for example.*

10. Did you have any partners in this project? If so, please list.

11. Can you share a story about your project that shows how it made a difference for the target audience? *Pick a story that highlights one or more of the outcomes listed under Q5. Avoid stories that are positive, but very unusual or atypical for your program.*