



UniHealth Foundation Reporting Guidelines

1. PROGRAM NARRATIVE

For each project objective, summarize your accomplishments towards achieving the objective, including outcomes. Also provide information about the project overall, including: (1) problems encountered and how they were resolved, (2) any changes made during the course of the project, (3) whether expected project outcomes were realistic, (4) lessons learned, (5) unanticipated outcomes, and, (6) whether and how project will be sustained in the future.

2. PROGRAM COMPONENT – OBJECTIVES CHART

Provide a completed program chart, delineating progress made for every measurable objective consistent with the evaluation described in the grant proposal (see example below):

Measurable Objectives (What)	Key Activities (How)	Evaluation Indicators/Outcomes (How you will measure)	Implementation Timeline	Progress
Increase access to dental care for 200 school children per month	Dental screenings at school sites by appointment	<ul style="list-style-type: none"> ▪ # encounters ▪ # referrals for treatment 	Monthly from September through June	
Provide prenatal care for 300 women	Outreach, enrollment in MediCal, referral to prenatal care for underserved women	<ul style="list-style-type: none"> ▪ # of women served ▪ participation rates in prenatal care ▪ # and % of low birth weight babies 	One year or over the life of the grant	

3. FINANCIAL COMPONENT

Show the use of the Grant proceeds, detailing all expenditures made, consistent with the approved budget, in the following format in Microsoft Excel (see example below):

Description	Original Grant Funds Approved	[Approved Change]	Actual Grant Funds Expended to date	Balance	Comment
Project Manager	\$ 20,000	\$ 23,000	\$ 20,000	\$ 3,000	Reflects 11 months of salary
Medical Supplies	\$ 5,000	none	\$ 2,500	\$ 2,500	
Total	\$ 25,000	\$ 23,000	\$ 22,500	\$ 5,500	

Progress Reports: If a balance is reported, please submit a budget modification request for subsequent year(s) that shows the allocation of carry-over funds*.

Final Reports: For multi-year grant Final Reports, provide final year *and* cumulative program charts and financial reports. If a balance is reported and an extension is required, please submit the request in writing along with a proposed budget for the use of unexpended funds*.

Grantees are required to submit **NON-PDF** electronic versions of their progress and final reports to UniHealth Foundation (excluding articles, supporting materials, etc.). Grantees may:

- 1) Mail both printed materials and electronic copy to the attention of the Grants Manager, **OR**
- 2) E-mail reports directly to: cchung@unihealthfoundation.org