

# Wilburforce Foundation

## Progress Report

**NOTE: If your organization received \$20,000 or less, you may skip questions 3, 5, 9 and 10.**

### PROJECT ANALYSIS

1. Briefly describe the scope of **Activities** over the past year. Did this differ from what you described in your proposal? If so, please describe why. Be sure to note significant organizational changes that occurred during the course of this project, such as staff changes, organizational growth, office relocation, etc. that may have had a bearing on your activities or timeline.
2. Briefly list the **Objectives & Outcomes** that you achieved during the course of this grant period. Are these consistent with the objectives and outcomes you anticipated in your grant application? If not, please describe why.
3. Describe any **Evaluation** efforts you may have undertaken to assure that your projects or programs were effective? Please share any qualitative or quantitative evidence that assures you that you are on target to meet your primary goal(s). Is the information you are gathering helpful to your organization? How is it being used? Are longer-term evaluation efforts underway for which data is not yet available? If you are not conducting formal evaluations, how are you measuring success?
4. Note any unexpected positive and/or negative happenings. Did these significantly affect the project, and, if so, how?
5. Explain how the experiences you had during the course of this project will affect your future work. If the activities you described in this report are ongoing, what do you plan to change (if anything) based on what you've learned over the past year?

**BUDGET:** We recognize that this report may need to be filed prior to the close of your fiscal year. To the extent possible, please answer the following questions.

6. What was your original fundraising goal for this project? (If grant was for general support, use total revenue goals.) How much money did you actually raise? If there was a difference between your fundraising goals and the amount that you actually raised, please describe the variance.
7. Compare your original expense budget with the money that you actually spent on this project. Were there significant variances between the proposed and actual expense? If so, why?
8. If there was a deficit, what, if any, expenses were cut? If there was a surplus, how did you use the extra money? If applicable, explain how budgetary variances affected the scope of activities and/or timeline of your work.

### ADDITIONAL QUESTIONS

9. If you had additional resources to invest in your organization and its infrastructure, what would you have done to increase your capacity to undertake this type of work? [For example, fundraising or membership development, staff or volunteer training, technology improvements, strategic planning, etc.]
10. What are the lessons you've learned that could help us become a more informed funder? How could Wilburforce Foundation have better assisted your efforts? What would be a helpful follow-up to this process?