

Monitoring Report Child Welfare Fund

The Child Welfare Fund requires each grantee to submit two Monitoring Reports a year on the progress of projects supported by the Fund. The reports are to be submitted after six months and at the end of the grant year. These status reports are to be based on the Work Plan submitted with the project proposal.

In addition to the questions below, please submit a matrix listing:

- **the project's objectives**
- **activities and dates of completion**
- **achievements**

Please also indicate how the projected activities, achievements and dates of completion differ from the project Work Plan. Indicate the reasons for any differences.

Please include a narrative report to amplify any of the issues raised in the matrix. The narrative should describe the plans for the project beyond the grant period.

The final report should contain an expense report on the use of these funds and an audited financial statement for the organization.

Monitoring reports for projects in which consumers are involved either as advocates or as service recipients need to include feedback from them.

Agency:

Grant Period:

Grant Amount:

Title of Project:

Is this a Mid-Term Report _____ Final Report _____

Date the report is submitted:

1. List the most important **achievements** of the project:

1.

2.

3.

4.

2. List the most important **problems or shortcomings** of the project:

1.

2.

3.

4.

3a. What percent of the project budget was **projected to be** funded by the CWF _____%

b. What percent of the project budget was **actually** funded by the CWF _____%

c. Other funds raised for the project's use during the grant period

<u>From whom</u>	<u>Amount</u>	<u>Purpose</u>
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d. Please specify if other funds were raised for the project for the period after the grant ends

<u>From whom</u>	<u>Amount</u>	<u>Purpose</u>
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4. Identify reports, videos, publications, or conferences that came out of the project

5. Identify media coverage of the project

6. Additional comments:

**Child Welfare Fund
Work Plan and Monitoring Matrix**

Organization:

Date of Report:

Work Plan

\Monitoring Report

Project objective	Activities planned	Expected date of completion	Anticipated results	Accomplishments to date	Reasons for differences or other comments