Before you get started, please take a look at the goals and objectives you outlined in your grant application.

Program Name

Here is the goal you made for your program.

Here is how you planned to measure your progress.

Here are the resources you predicted you'd need to reach your objectives.

Here is when you hoped to reach your goals.

*- required

Next

Tell us how you've done so far!

What is a Key Performance Indicator?

A Key Performance Indicator (KPI) is a measurement or metric that tells you how well you're doing in achieving a specific goal or objective. It helps you understand if you're on the right track and guides you in making improvements.

Example: Throughout the course of the previous impact reporting period, our program was able to serve x# of marginalized youth by providing them with xxxx. This is an increase in the number of youth served by 15% in comparison to last year, which exceeds our original goal by 5%.

Here is what you shared as your goal KPI on your grant application.

Here is what you shared as your baseline KPI on your grant application.

Please provide an update to your KPI for this reporting period.

Please review the approved grant expenses that were included in your grant award before proceeding with collecting your receipts and invoices.

*- required

Back   **Next**

Input the details of each individual receipt for expenses only associated with this grant that have not already been reported in a prior period.

We kindly ask for your receipts as part of our commitment to transparency, accountability, and responsible use of funds. By providing receipts, you help us ensure that expenses are properly verified, prevent any potential misuse, and maintain accurate records. Your cooperation in entering the details below is greatly appreciated. Thank you for helping us maintain a trustworthy and reliable process!

Here is a **link to IRS guidance** regarding what types of source documents, or combination thereof, are acceptable forms of documenting your expenses.

Vendor Name*

Transaction Date*

Please provide a description of the specific items or services purchased. This includes details such as the names of the items, quantities, and unit prices.*

Total Amount*

$

Amount Expensed to Program Budget (only if different than the total amount)

$

Expense Category Description

- **Program Service Expenses:** Costs directly related to delivering the organization's core mission and programs.
- **Management and General Expenses:** Expenses associated with overall administration and operational management.
- **Fundraising Expenses:** Costs incurred in the process of soliciting and collecting donations to support the organization's mission.

Expense Category*

--select an item--

Expense Type*

--select an item-- ⌄

Click +add item if you would like to add another receipt.

+ add item

*- required

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Next

Please upload a pdf or image of all your receipts.

Upload separate invoices, receipts, or proof of purchases.*

Add File...

- One receipt per file, please.
- If you were previously unable to upload receipts in a prior reporting period, you may include them here.
- Transaction reports from your accounting software, bank statements, and spreadsheets are not acceptable forms of proof of purchase.
- When scanning receipts, please review the pdf to ensure it scanned properly and is legible for our reviewers.
- You may upload up to 99 files in this area.
- The maximum file upload size is 25 MB.
- Allowed file types are .jpg,.png,.gif,.pdf

*- required

Back   **Next**

Ways You Can Share Your Stories

EXAMPLES

- Press releases issued and sent to media outlets announcing the funding and highlighting the impact or results of the funding.
- Social media posts sharing updates, success stories, and milestones achieved through funding and encouraging followers to share posts with relevant hashtags.
- Website updates with a dedicated section highlighting the funding and its outcomes, including success stories, testimonials, and visuals.
- Email newsletters focusing on the funding and its impact. Provided compelling stories, data, and images.
- Blog posts and guest articles that emphasize funding, funding impact, and lessons learned.
- Collaborative videos showcasing the funding and its outcomes with interviews of beneficiaries, staff members, and/or Believe in Me representatives.
- Public speaking engagements or events showcasing the funding, funding impact, and partnership significance.
- Media interviews or news articles that share information about the funding, funding impact, and your organization's mission.
- Utilized networking opportunities to spread the word and shared the impact or results of the funding with relevant individuals and organizations.

*- required

Back   Next

Sharing the results of our collaboration.

From press releases to social media campaigns, blog posts, videos, and more – we want to know how you've shared your incredible success story with the world!

Please upload files showcasing your marketing efforts to acknowledge the impact of this grant funding. *

Add File...

- Check out the Marketing Ideas page if you're unsure what to upload.
- You may upload up to 10 files in this area.
- The maximum file upload size is 25 MB.
- All file types are allowed, including zip files.

*- required

Back   **Next**

Changes happen! Please keep us in the know.

We totally get it! We know that life is full of surprises and things can change along the way. So, we kindly request you to keep us in the loop about any updates within your organization. Whether it's a new mission, adjusted goals, changes in staff or leadership, or even modifications to the population you serve or services you provide, we're eager to hear about it!

We're also here to support you if your work or project is encountering any unexpected challenges or shifts. Just let us know how you're pivoting to address them. If everything is going smoothly with no changes to report, just type in "n/a" and we'll know everything is on track. Your openness and communication mean the world to us!

Please provide a brief summary of any changes.*

*- required

Back   Submit