



A Tradition of Stewardship
A Commitment to Service

Napa County Capacity Building Grant Program Post-Grant Reporting Form Fiscal Year (FY) 2014 – 2015

Contact Information

Federal ID Number

Full Legal Organization Name

Report Author

**Phone
Number**

E-Mail Address

Final Post-Grant Report

In order to track and evaluate the impact of the funds awarded, all grantees are required to submit a final report to the Arts & Culture Advisory Committee outlining the outcomes of the grant proposal during the grant period. The final report should be viewed as an opportunity to explain what did and did not work through both qualitative and quantitative measures.

These reports will be used to monitor the individual success of each grant and to enhance the monitoring and evaluation of the impact of arts and culture organizations in Napa County. Information collected from the reports will be used to develop ongoing strategies in the grant process. Applicants without a completed final report will not be considered for future funding. Final report content will be taken into consideration when considering future grant applications.

How to Submit Your Post-Grant Report

You can submit your post-grant form either by mail or online with separate email attachments. Choose only one option.

1. Post-Grant Reporting Form By Mail With Attachments

Fill out the form completely and print it. Follow the instructions in the Required Attachment section below and mail the completed application to: JoAnn Melgar, Staff Assistant to the Board of Supervisors, County of Napa, 1195 Third Street, Suite 310, Napa, CA 94559

2. Post-Grant Reporting Form Online With Attachments In A Separate Email

Fill out the form and click the submit button. Follow the instructions in the Required Attachment section below to email the attachments.

Where to Receive Help

Help with the application is available from the Arts & Culture Advisory Committee. Please call (707) 299-1478 or email JoAnn.Melgar@countyofnapa.org for further assistance. You can find helpful resources at the Arts & Culture Advisory Committee website: www.countyofnapa.org/ceo/.

The Narrative

Please write brief narratives addressing the following questions. Questions 1 to 4 are required.

1. Grant Accomplishment(s): Please summarize the key accomplishments of the grant proposal and identify how they are directly related to the Capacity Building guidelines and the goals of the Napa County Cultural Plan. Include details regarding: (a) management; (c) future viability; (d) program effectiveness; and (e) overall organizational impact on Napa County arts and culture? What factors contributed to your success? (2500 character limit)

2. Challenges/Lessons Learned: Please identify significant challenges encountered during the grant period? What strategies were used to address these challenges? What were the major lessons learned? (2500 character limit)

3. Demographics: Who was impacted by the activities or organization, include if applicable: statistical information on numbers and social groups served, as well as age, location, gender, ethnicity, socioeconomic, if available. Note if figures are estimated or actual. (2500 character limit)

4. Future Strategic Planning: To be sustainable and to strengthen the organization, please discuss what changes your organization plans to adopt based upon the insights gained from the grant project. Please relate your answer to current demographic information, the financial model used, future organizational planning and the next steps for the grant project. (2500 character limit)

5. Help us do a better job: Is there anything else you would like the Napa County Arts & Culture Advisory Committee to know about your organization and/or suggestions to improve upon the grants process? Have there been any unexpected outcomes (positive and/or negative) that you would like to share? (2500 character limit)

Required Attachments

To submit your attachments you will need to do the following:

1. Convert all document files to a PDF format.
2. Label files with the attachment title and Fed ID number.
Example: PressReports-XXXXXXXXXXXX
3. Attach all of the PDF files to one email and send to JoAnn.Melgar@countyofnapa.org. In the subject line enter: **Post Grant Report - XXXXXXXXXXXXX**, where the X's are your Federal ID number. If you mail the forms make sure each document has the same ID information on each form.
4. For images or videos, submit on a CD or DVD with Fed ID # and name of the organization on the CD or DVD and in the file name on the CD or DVD. Mail the CD or DVD to: JoAnn Melgar, Staff Assistant to the Board of Supervisors, County of Napa, 1195 Third Street, Suite 310, Napa, CA 94559. If you send images or video, you agree to give Napa County the right to use in perpetuity, with credit to the photographer, but without royalties.

1. Press Reports

Please share your press coverage or accolades. Limit to five 8.5" x 11" pages. Convert to PDF before sending.

2. Budget

Final fiscal year Budget vs. Actuals (Program or Operating)

Limit to one 8.5" x 11" page. Convert your file to PDF before sending.

3. New Activities (Optional)

List of any new significant development activities.

Limit to one 8.5" x 11" page. Convert your file to PDF before sending.

4. Photo (Optional)

Show us what you have accomplished. All images must be jpg or png formats only. Send on CD or DVD.

5. Video (Optional)

Show us what you have accomplished. MP4 or MPEG file format only. Send on CD or DVD.

Submit online

If you are submitting this form online and emailing the attachments then click the submit button below when you have completed the form. If you are submitting the form by mail then print the form, do not click the submit button.