



**GRANT PROGRESS REPORT:  
SUPPORTING STUDENTS AND SCHOOL STAFF—PILOT PROJECT  
(YEAR 1 OF 2)**

*\*Please note that this Sample Grant Progress Report is based upon an elaborate fictional project (e.g. multiple funding sources, several pre-launch activities, numerous activities provided to different audiences in three sites, dual reporting targets, an evaluative component and a few knowledge sharing activities). Your grant report may be much shorter as your program or project may not be this complex.*

**Grant Description**

**Name of Organization:** ACME Community Organization of Canada Inc.

**Mailing Address:** 99 First Avenue, Big City, ON A1B 2C3

**Telephone Number:** (000) 555-1234

**Name, Title and Email of the Person Responsible for Overseeing this Project:** Mary Noname,  
Program Manager (mnoname@acme.com)

**Project Title:** Supporting Students and School Staff—Pilot Project

**Project Duration:** Two Years

**Project Dates:** July 1, 2012 to June 30, 2014

**Reporting Period:** July 14, 2012 to July 14, 2013 (Year 1)

**Grant Amount:** \$81,500

**Total Project Budget:** \$170,000

**Additional Sources of Funding (if applicable):** \$40,000 (Grant provided by XYZ Community Foundation Inc.) and \$48,500 in-kind from ACME Inc.

## **Description of Outputs and Outcomes**

*The answers to these questions provide an overview of the original intent of the grant and compares how the project has done so far versus what was initially intended. They also provide insight into how this grant has affected the community you serve and your organization at this point.*

**Please describe specifically what you aimed to accomplish with your project. (This content appears in the Goals & Objectives section of your Grant Application) *ABOUT 100 WORDS***

Our Supporting Students and School Staff Pilot Project will test our violence prevention model that provides students an alternative to using violence to resolve disputes. In brief, this approach will teach students to practice non-violent conflict resolution techniques that will steer them away from violent outbursts (verbal and physical) towards each other and staff members. This model also includes conflict intervention training for school officials and students caregivers to support students in resolving conflicts peacefully. We are also instituting a mechanism (Restorative Justice Model) to allow those involved in incidences of violence (perpetrators, victims, and witnesses) to find an agreeable resolution to the problem. Doing so will decrease the likelihood that the dispute “flares up” again.

This intervention, we believe, will improve conditions in high schools leading to greater academic success for the student body. A more peaceful workplace will also provide better working conditions for staff members therefore improving their career outcomes.

**What progress was made toward realizing the outputs of this Reporting Period? (These outputs appear at the top of the Project Description section of your Grant Application. They are also outlined in your Logic Model Diagram submitted with your Grant Application) *ABOUT 200 WORDS***

- We have completed the Project Planning phase of this initiative on time. Two important steps in this process were hiring Mark Nobody as Program Assistant (See Appendix A: Job Description and CV for Mark Nobody) and developing the Project Activities critical path and Curriculum (See Appendix B). The Theoretical Conflict Management Sessions were held in the first week of October in all three high schools (546 students) followed by the Modeling Conflict Management Sessions in the second week of November (531 students). These were delayed two weeks due to Fall semester exam schedules. The Follow-up Conflict Management Sessions were completed in the second week of January as planned (541 students).
- The Theoretical and Follow-up Conflict Intervention Sessions were held as scheduled. While the former took place in November (187 caregivers and 103 staff), the latter were held in March (192 caregivers and 101 staff).
- Our Restorative Justice activities were briefly delayed to accommodate school staff schedules (preparation for mid-term exams). Certification took place in October instead of September and the institution of the model occurred in January in each school.
- The Project Impact tracking mechanisms were instituted as planned. We have collected the benchmark statistics (violent incidences and workplace H.R. indicators) that will be compared

with data from the Pilot Project phase. The Impact Survey—Beginning and Impact Survey—Mid-Project have also been completed. (See Appendix C) This data is being imputed and drafting the preliminary findings is on track.

- ABC Evaluation Corporation Inc. has been monitoring the project as planned. Their first Implementation Review took place on September 26<sup>th</sup>. It was repeated on December 18<sup>th</sup> and March 8<sup>th</sup>. They have submitted a draft report which we are reviewing. We expect to have the final version by the end of July.

**Do you anticipate any changes to your planned outputs, expected outcomes, timelines or budget items for the next Reporting Period? If so, describe the changes and note the reason(s) for the change(s). *POINT FORM ANSWER***

- Conflict Management Sessions: Delayed two weeks according to Fall student exam schedules. This change will not affect the expected results or budget.
- Restorative Justice Activities: Delayed ten days according to school staff schedules. Certification took place in October instead of September and the institution of the model occurred in January. This change will not affect the expected results or budget.
- Conflict Intervention Sessions: The projected expense was \$12,500 but convening the event in one high school led to a savings of \$3,750. A portion of these funds (\$520) will be applied to cover the extra costs of the Restorative Justice Implementation. The remaining \$3,230 will be carried over into Year 2 in the same line item (see Budget).

**Did you undertake any anticipated or unanticipated political activities with funds provided from this grant during this Reporting Period? If so, please describe and explain how much of the grant amount was dedicated to these activities. (This content appears in the Confirmation of Outputs section of your Grant Letter of Agreement) *ABOUT 200 WORDS***

-Not applicable.

## **Lessons Learned**

*This section is intended to encourage you to reflect on what you have learned from this grant so far and to think about whether this learning points you toward making minor or major adjustments to your organization programmatically or changes in resource allocation.*

**What were the primary lessons that you, your staff and/or volunteers learned from this project during this Reporting Period about your organization and/or the clients you serve? How might they impact your future thinking, performance, or services in the next Reporting Period? *FROM 200-300 WORDS***

- **Organizational Learnings:** Although we felt that we had done a good job at getting to know personnel at the high schools as well as their institutional policies, some delays could have been avoided if we had done this better. For instance, we did not have a clear grasp of how school administrators have such tight deadlines leaving little room to maneuver in case something goes wrong with the timing of a planned activity. We learned that they are more likely to cancel the activity as moving around a packed schedule is hardly ever an option. Spending more time learning the work culture of these institutions is key. We have decided that the Program Assistant will work from the respective high schools one day per week during Year 2 to better understand their scheduling needs/limitations.
- **Learnings about our clients:** Although gender-based differences were taken into consideration in planning our Conflict Management Sessions, it became apparent that this approach needed to be infused in all aspects of our intervention. We will continue to hold separate Conflict Management Sessions since females and males oftentimes have different perspectives about conflict/conflict resolution, but we will bring these two groups together at the end of the sessions to briefly go over how their counterparts experience conflict/conflict resolution. The Conflict Intervention Sessions for Year 2 will be designed in the same way (dividing the groups by gender and then reintegration to speak about differences/similarities). We believe that taking this approach will promote greater understanding across gender-groups.

## **Future Plans**

*These questions allow us to get a sense of the legacy of a grant. We are interested in knowing if a program or project will continue or not, and if it will, how you intend to secure financing for it after funding from the Foundation ends. We also want to find out how others will have an opportunity to learn from the efforts of this grant.*

**If you noted in your Grant Application that you planned to contact one or several funding organizations to secure financing to sustain or expand this program/project, what have you done in this Reporting Period to accomplish this milestone? (Please refer to the content mentioned in the Sustainability section of your Grant Application) *POINT FORM ANSWER***

A) Initial contact made with the Ministry of Education (September 28) and follow-up meeting held on November 14<sup>th</sup>.

B) Implementation Review—Year End Report to be submitted to the Ministry of Education at the end of July.

C) Meeting planned with the Ministry of Education for September to discuss the Implementation Review—Year End Report and submitting a funding application for 2014 Board-wide roll-out.

D) Violence Prevention Program Fund: Grant application for \$75,000 submitted on May 18<sup>th</sup>. (See Appendix D)

**What progress did you make during this Reporting Period towards documenting learnings from this grant? (Please refer to content mentioned in the Knowledge Transfer section of your Grant Application) *ABOUT 100 WORDS***

We have developed the Year 1 content to be included in the Project Review Report. The Implementation Guide will be updated at the end of Year 2 to include learnings gathered across the entire project lifecycle. We submitted a presentation proposal to the High Schools Learning Conference for their July 2013 event. Conference officials asked us to re-submit for the July 2014 conference as our Pilot Project will have ended by then which will allow us to report on the entire initiative.

## **Budget Information**

**Project budget with revenue sources and all expenditures detailed according to the calendar year and/or portion of calendar year.**

### **Budget income per calendar period**

<b>REVENUE</b>	<b>14/07/12 to 31/12/12</b>	<b>01/01/13 to 14/07/13</b>	<b>TOTAL</b>
ACME Inc. (in-kind)	\$23,500	\$7,500	\$31,000
XYZ Community Foundation Inc.	\$11,250 (one payment)	\$8,750 (one payment)	\$20,000
The Counselling Foundation of Canada	\$22,460 (two payments)	\$20,375 (two payments)	\$42,835
			\$93,835

### **Budget expenses per project year: Year 1 (14/07/12 to 14/07/13)**

	<b>INCOME</b>	<b>EXPENDITURE</b>	<b>TOTAL</b>
Project Planning	\$10,000	\$10,000	-
Salaries	\$22,500	\$22,500	-
Conflict Management Sessions	\$12,500	\$12,500	-
Conflict Intervention Sessions	\$12,500	\$8,750*	\$3,750
Restorative Justice Certification	\$8,500	\$8,500	-
Restorative Justice Implementation	\$15,750	\$16,270**	(\$520)
Track Project Impacts	\$4,500	\$4,500	-
Developmental Evaluation	\$3,500	\$2,750***	(\$750)
			\$2,480

\*Conflict Intervention Session: The projected expense for this activity was \$12,500 but holding the event in one high school led to a savings of \$3,750. A portion of these funds (\$520) will be applied to cover the extra costs of the Restorative Justice Implementation. The remaining \$3,230 will be carried over into Year 2 as agreed upon (confirmation of carry-over received on 06/12/13)

\*\*Restorative Justice Implementation: The projected expense for this activity was \$15,750 but the cost of materials was slightly higher costing an extra \$520.

\*\*\*Developmental Evaluation: A \$750 holdback is being held until the final version of the Year 1 report has been submitted. It is expected by the end of July. This amount will be paid at that time.