



TOFFLER SCHOLAR PROGRAM GRANT REPORTING GUIDELINES

Progress reports keep us informed about the work our Scholars are doing and improve our understanding of the issues and challenges they are addressing. The following guidelines will assist you in assembling the reports required by The Karen Toffler Charitable Trust as mentioned in the Grant Agreement. Please address the key points outlined below and include any additional information you feel is essential to report on your progress. Reports should be 2-4 pages. Be brief, bulleted, and specific. Please share with the Trust, upon request, and in advance of its release, any footage, photographs or other media reflecting/generated as a result of the Trust's grant.

Four Month Report

This report is due four months after your grant was received. ***Please mark your calendar with the due date!*** The report should include the following:

- Introduction to the Toffler Scholars, including biographical paragraphs.
- Explanation of the project/research in the context of the organization's mission and goals.
- Description of the objectives and the specific activities of the project/research.
- Description of the population you will be serving or impacting.
 - Include your outreach mechanisms. What criteria and/or process do you use to select the population(s) with whom you work?
 - List any organizations you are partnering with for this project/program.
- Describe the evaluation or documentation method to be used to assess the impact of the project/research including a detailed description of the expected outcomes and metrics. Include the project/research risks and limitations.
- Describe what you will do and how you will do it.
- Describe what the success of the project/research will look like, your intended outcomes.
- Describe any quantitative or qualitative changes expected.
- Provide a timetable for implementing the project/research that lists major phases of the project with start and finish dates and overall expected completion.
- Provide a detailed budget for the project/research.
- List the names of other sources of financial support for the project/research.



Eight Month Report

This report is due eight months after your grant was received. ***Please mark your calendar with the due date!*** The report should include the following:

- Progress on goals and objectives outlined in the proposal, including the evaluation component
- Any adjustments or changes that have been made to your program design outlined in the original proposal
- List of obstacles encountered, if any, and how they have been approached. We do not mind if deviations occur, just let us know what the plan is moving forward.
- Overall impressions of where the project is headed
- Your best estimate of whether the project is progressing on budget and an explanation of any departures from the original budget
- How are you evaluating your work?
- List of any additional source(s) of funding if the grant provides only partial funding
- An explanation of how the grant assisted your organization in leveraging funds from other resources (if applicable)
- Your plans to sustain the work going forward (where applicable)
- Anything else you might like to share

Twelve Month Final Report

This report is due one year after your grant was received. ***Please mark your calendar with the due date!*** The report should include the following:

- Progress on goals and objectives outlined in the proposal, including the evaluation component
- Any adjustments or changes that have been made to your program design outlined in the original proposal
- List of obstacles encountered, if any, and how they have been approached. We do not mind if deviations occur, just let us know what the plan is moving forward.
- Overall impressions of where the project is headed
- Your best estimate of whether the project is progressing on budget and an explanation of any departures from the original budget
- Budget assessment, including an itemized budget detailing how the funds are actually being used. The outcome for the entire funded period and an outline for the proposed usage of the remaining amount if the entire grant has not been expended.
- Any challenges you might have encountered in raising the full project budget (where applicable)
- How are you evaluating your work?
- List of any additional source(s) of funding if the grant provides only partial funding
- An explanation of how the grant assisted your organization in leveraging funds from other resources (if applicable)
- Your plans to sustain the work going forward (where applicable)
- Anything else you might like to share