CALIFORNIA HEALTHCARE FOUNDATION

CHCF Grantee Narrative Report Guidelines

This document contains guidelines for both Progress Reports and Final Narrative Reports that may be due as a condition of CHCF's grants and contracts. Grantees should refer to their specific grant or contract agreement for details on the types of reporting required and submission deadlines.

I. Progress Reports

The maximum length of a Progress Report is five pages (not including the cover page), with a preferred length of three pages. If you feel the page limit is inadequate or the format does not work for your project, contact your program officer.

Cover Page

Please include the following information on the cover page of the report:

- Contact information, including email address;
- Date;
- Project title;
- CHCF grant identification number;
- Dates covered in the report;
- Start and end dates of the grant;
- Total amount of the grant; and
- Objective of the project: This can found in the "Purpose" section of the Grant Agreement or the "Project Summary" of the Consulting Agreement.

Narrative

Please address the following questions in the narrative portion of the Progress Report:

1. What did you accomplish during this reporting period, relative to the agreed-upon scope of work for your project? If relevant, which indicators or benchmarks were used to determine your progress?
2. Which, if any, proposed activities were *not* completed? Briefly describe those activities, the reasons they were not completed and your plans for carrying them out.
3. Are you facing unanticipated challenges? Do you need any additional assistance from CHCF? What changes could be considered at this point to improve the project's success?
4. Is there anything else you want to tell CHCF?

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II. Final Narrative Reports

The maximum length of a Final Narrative Report is ten pages (not including the cover page), with a preferred length of five pages. If you feel the page limit is inadequate or the format does not work for your project, contact the CHCF program officer for your project.

Cover Page

Please include the following information on the cover page of the report:

- Contact information, including e-mail address;
- Date;
- Project title;
- CHCF grant identification number;
- Start and end dates of the grant; if the project has been granted a no-cost extension, indicate the time period of the extension in parentheses;
- Total amount of the grant; and
- Objective of the project: This can found in the "Purpose" section of the grant agreement or the "Project Summary" of the Consulting Agreement.

Narrative

Please address the following questions in the narrative portion of the Final Narrative Report:

1. **What were the accomplishments of this project? To what extent has your project achieved its objectives? What indicators did you use to measure your performance?** Briefly describe what the project did to meet its objectives. If the objectives of the project have not been met, explain what happened and why. If there were additional accomplishments, describe them, and explain how and why the activities that led to these accomplishments were undertaken. If you worked in collaboration or cooperation with other organizations, describe those arrangements and their importance to the project. Be as specific as possible.
2. **What impact do you think the project has had to date?** Describe what you believe to be the impact of the project, providing evidence for all statements (e.g., adoption of the model by other organizations, publication in major journals, major press coverage).
3. **Did the project encounter internal or external challenges? How were they addressed? Was there something CHCF could have done to assist you?** Describe each challenge and the actions you undertook to address it.
4. **When considering the design and implementation of this project, what lessons did you learn that might help other grantees implement similar work in this field?** Please do not discuss specific findings or results of the project. Instead, describe what you have learned from designing and carrying out the project that might inform similar future projects.

5. **What are the post-grant plans for the project if it does not conclude with the grant? Who can be contacted a few years from now to follow up on the project?** CHCF has an ongoing interest in the effects and accomplishments of your project over the long run and welcomes updates on the continuation, dissemination or replication of your work after your grant is closed. Please send any such news, marked with the grant identification number, to grantresults@chcf.org.

6. **If the project produced any of the following, please provide titles and dates.**
   - CHCF-published reports (including fact sheet or issue brief)
   - Grantee-published reports (including fact sheet or issue brief)
   - Peer-reviewed article for publication (planned, submitted, or released)
   - Presentations, briefings, or testimony (topic, date, and audience)
   - Training curricula or toolkit
   - Web site
   - Other and additional