

# FAFCC Grant Narrative Report Format

## Organization Information

Has there been any change to the corporate structure, mission, tax exempt status, or Sovereign Immunity coverage of your clinic or network (and fiscal agent, if applicable)? If yes, please explain:

**\*\*Financial and Narrative Reporting sections will be done for each expense category for which you received funding (e.g. Personnel, Operational and Programmatic categories in the State Funds Grant and Dental and Behavioral Health categories in the Dental Behavioral Health Grant)\*\***

## Financial Reporting

*List individual purchases, payments, and expenditures that have been made during this reporting period. Include a description that allows for easy matching to the documentation you provide, and select the most applicable Service Type and Designation Area.*

*Do NOT report any overages in your respective budget categories. If an expense totals more than your award amount, include the overage in the "Amount Spent by Other Funding Sources" field.*

- Date Expensed (or Initial Date For Personnel)
- Line Item Description
- Service Type
- Designation Area
- Amount Spent by FAFCC Funding
- Amount Spent by Other Funding Sources

## Narrative Reporting

*This section should sufficiently document the extent to which the funded grant objectives are being accomplished and how those objectives contribute to the overall enhancement of organizational capacity and functioning.*

List any personnel being funded (partially or fully) through this grant program. Include the name, title, and date they were hired or assigned to projects included in the grant objectives.

Outputs: Describe the steps you have taken to implement the awarded funding. Include activities and scope of work related to your original grant proposal.

Outcomes: List each goal and objective (relevant to Personnel Costs) stated in your grant proposal, and detail progress made to date. Describe how these outcomes contribute to the overall enhancement of organizational capacity and functioning.

Evaluation: Have your methods of data tracking or evaluation changed during the grant period?

Challenges: Have there been any changes, or do you anticipate any changes, in the use of funds or activities that were originally outlined in the grant proposal and budget? Include any challenges experienced as well as a plan for addressing these.

## **Overall Outcomes**

Describe any project highlights and programmatic accomplishments made possible by this grant funding. In particular, how has this funding enhanced your organizational capacity, effectiveness, and/or efficiency?

Share any additional information, including unexpected outcomes, positive learning experiences, additional funding you have leveraged as a result of this grant, or a patient success story from this reporting period.

## **Expenditure Documentation**

*Attach documentation for each of the line items included in your expense tables on the category pages. This may be one file or separate files, but please ensure files are clearly labeled to help match up with the reported expenditures.*