New York/New Jersey Area

**Common Report Form**

The purpose of the Common Report Form (CRF) is to help nonprofit organizations in the New York/New Jersey area to save time in grant reporting. The CRF follows closely the format of the New York/New Jersey Area Common Application Form. If several funders have given your organization support for a particular project, only minor changes in the report information will need to be made for each funder. Please note the following important points:

* Every funder has different report deadlines and timetables.
* The list of funders who will accept reports in this format continues to grow. If a funder is not on the list, call to confirm that the funder will accept it.
* Any funder that has agreed to accept this report form may request additional information at any stage in their reporting process.

**Instructions**

* Please type and single-space all reports.
* Please answer all of the questions in the order listed.
* Please use headings as provided.
* Please submit only one copy.

**New York/New Jersey Area**

**Common Report Form Cover Sheet**

Funder receiving report: Click here to enter text.

Name of organization completing report. Please list exact legal name.

Click here to enter text.

Address of organization: Click here to enter text.

Telephone number: Click here to enter text.

Fax number: Click here to enter text.E-mail address: Click here to enter text.

Executive director: Click here to enter text.

Contact person and title (if not executive director): Click here to enter text.

Have there been any changes to your organization’s IRS 501 (c) (3) not-for-profit status since your request for this grant?: Yes[ ]  or No [ ]

If yes, please explain: Click here to enter text.

Project name or brief project description: Click here to enter text.

Check one:

[ ]  General operating

[ ]  Project support

[ ]  Other (please specify) Click here to enter text.

Grant amount: $ Click here to enter text.

Grant Period: **from** Click here to enter text. **to** Click here to enter text.

Date of report: Click here to enter text.Report due date: Click here to enter text.

Dates covered by this report: **from** Click here to enter text. **to** Click here to enter text.

Check one:

[ ] This is an interim report

[ ] This is a final report

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**Report Format**

1. **NARRATIVE: Two to five pages.**
2. If reporting for a general operating grant, please address the following:
	* Organizational and/or programmatic achievements and setbacks; significant board and/or staff changes.
	* How you measured the effectiveness of your activities; what you learned; and how you used or will use this information.
3. If reporting on a specific project grant, please address the following:
	* The project description and how the project relates to your organization's mission.
	* The project's goals and the success you had in meeting them. Have the project’s goals been modified in any way? Describe the population served and how that population was affected by the project. How were other stakeholders affected? Any problems your organization faced when implementing this project, and how you resolved or attempted to resolve them.
	* How you measured the effectiveness of your project; what you learned; and how you used or will use this information. Were there any unexpected results, positive or negative?
	* Any changes in the original staffing pattern for the project.
	* Any significant changes in your organization while implementing this project.
4. **FINANCIAL**
5. If reporting on a general operating grant, please submit the following:
* Your organization's statement of income and expenditures for the year in which the grant was used.
1. If reporting on a specific project, please submit the following:
* Your organization's statement of income and expenditures for the year in which the grant was used.
* For final reports, please provide project income and expenditure information compared to the approved project budget. If there are any major discrepancies, please explain.
* For interim reports, please provide project income and expenditures-to-date compared to the approved project budget. If there are any major discrepancies, please explain.
* A list of all sources of income for the project with amounts.
1. Financial Attachments:
* Most recent audited financial statements, if not already provided.
* Most recent annual report, if not already provided.
1. **ATTACHMENTS (optional)**
* Publications, educational materials, news articles, videotapes, or other relevant materials about your organization or the funded project.