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30 January 2014

Dear Friends,

We at Firelight know how challenging it can be to write a strong report, since we work on our own reports to our funders. We always like to incorporate stories and information from our grantee-partners in our reports. Following are some resources to help strengthen your organization's report writing.

Sincerely,

The Firelight Team

*(Article) After you get the grant: Prepare for the final report*

*(Article) Grant Reports: The First Step toward the Next Grant*

*(Article) Reporting to Grant Donor After End of Project*

*(Resource) The Complete Idiot's Guide® To Grant Writing*

*(Accepting Applications) People's Trust for Endangered Species 'Worldwide Small Grants Program' 2014*

*(Call for Proposals) ViiV Healthcare 'Positive Action for Children Fund' Call for Proposals 2014*

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(Article) After you get the grant: Prepare for the final report

You just got a grant, and the last thing on your mind is the final grant report that will be due a year from now. But that's exactly what you should be thinking about. This article outlines steps to ease report writing before and during your grant implementation.

Read the article at: <http://bit.ly/KM41En>

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(Article) Grant Reports: The First Step toward the Next Grant

Reporting to a funder on a successful project is the first and most important step in receiving a second grant. When a foundation or other funder makes a grant, they want it to make a difference and for you (!) to make a difference. A job well done is a stronger endorsement of your nonprofit than any letter for reference or brilliantly constructed

proposal. So, what makes a good grant report? The article briefly outlines what makes a good report.

Read the article at: <http://bit.ly/1hnFq49>

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### (Article) Reporting to Grant Donor After End of Project

You know that communication is everything in raising support and through the grant application process. This is just as true for grant implementation and report writing.

### **You may ask, 'what the heck is an End of Project Report'?**

This is a report that explains to the donor:

1. That your group and constituents appreciate their participation.
2. What their money paid for; including what they paid for, what your organization paid for, and what other donors supported.
3. What their funding was able to achieve.
4. What follow up the organization took to evaluate the program/project. Including what the results were, your organization's evaluation of the feedback (It's ok to share the negative feedback since nothing is perfect), and what you learned from the feedback.
5. What the project/program results were. Again, it's ok to be honest about poor results - just be sure to include what lesson you learned from them.
6. If you would do this project/program again, and what you would change to address the challenges and strengthen your work.
7. Thank them again.

### **Why should you write a report?**

Many times reports are a part of the grant agreement and funding will only be continued if all terms of the agreement are met, including submission of all reports. Reports are included in the agreement because:

1. The donor needs to know what their money was spend on.
2. They need to report to *their* donors.
3. It is a way to build your relationship with your donor.
4. It is a way to thank your donor.

### **Tips for writing a strong report:**

1. Submit the report on time.
2. Follow the instructions.

3. Answer all the questions.
4. Ask your contact person if you have *any* questions. Be sure to get a sample report from them if this is the first time you've worked with them.
5. Answer the questions thoroughly. It is likely that your donors do not live in your community, or even your country. Write your answers in a way that helps them understand the complete picture of your grant - the parts that were easy to do as well as the challenges.
  - If you don't know what qualifies as a thorough answer for your funder, ask your contact person!
6. Be honest. Nearly all grants have some challenges during their implementation - donors know this. Share what the challenges were and how you worked to overcome them.
  - If you don't know how to overcome the challenges, ask your contact person!
7. Provide background information so your funder has the complete picture of the context you were implementing the grant in.
8. Remember that your funder has their own funders that they report to. Is your report thorough enough so they can complete *their* report to another donor who doesn't know you or your activities?
9. Edit the report so that it looks professional. This includes making sure there are few spelling and grammar errors and that the information can be easily found. If the report is longer than a few pages consider adding a table of contents.

This article was compiled using information from the Seeking Grant Money Today blog. Read more at: <http://bit.ly/1ffslZe>

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#### (Resource) The Complete Idiot's Guide® To Grant Writing

An online book (with free access if you sign up for the free 10-day trial) that provides essential information for individuals as well as grant seekers for to learn each step of the grant writing process, including how to determine who can receive a grant and for what; find government, corporate, and foundation donors; create a budget; write a compelling proposal and solicit feedback; overcome obstacles, how to write a strong report and more. Includes grant writing samples and online templates.

For more information visit: <http://bit.ly/1eVOo6A>

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#### (Accepting Applications) People's Trust for Endangered Species 'Worldwide Small Grants Program' 2014

The World of Children® Award is accepting applications for the its grant award programs which provide funding and recognition to support life-changing work for

children by discovering and elevating only the most effective changemakers for children worldwide.

There are three types of awards under this opportunity:

**Humanitarian Award Minimum Grant of \$50,000**

The Humanitarian Award recognizes an individual who has made a significant contribution to children in the areas of social services, education or humanitarian services. Nominee must have created, managed or otherwise supported a sustainable program which has significantly contributed to children's opportunities to BE SAFE, TO LEARN and TO GROW.

**Health Award Minimum Grant of \$50,000**

The Health Award recognizes an individual who has made a significant contribution to children in the fields of health, medicine or the sciences.

**Youth Award Minimum Grant of \$25,000**

The Award recognizes youth that are making extraordinary contributions to the lives of other children.

**Deadline to apply is 1 April 2014.** For more information visit: <http://bit.ly/1cfQaN7>

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(Call for Proposals) ViiV Healthcare 'Positive Action for Children Fund' Call for Proposals 2014

ViiV Healthcare is accepting concept notes for 'Positive Action for Children Fund' grant program 2014. The grant program is focused on non-governmental and community-based organizations that can deliver change at a community level. The Fund aims to support global efforts towards Countdown to Zero – The Global Plan Towards the Elimination of New HIV Infections Among Children by 2015 and Keeping their Mothers Alive. It also aims to alleviate the impact of HIV and AIDS on women and children's health by supporting interventions that engage affected communities, developing their capacity to participate and lead.

80% of the fund will go to 15 priority countries (Nigeria, Democratic Republic of Congo, Uganda, Ethiopia, Cameroon, Mozambique, Zimbabwe, Zambia, Malawi, Angola, Burundi, Chad, Tanzania, Kenya and India) for PMTCT interventions. The maximum funding available will be £300,000 over three years. Minimum grant request to be made is £60,000 (over 3 years).

The PACF Funding Areas are:

1. Pursuing community engagement, participation and leadership;
2. Using patient focused and family-centered approaches;

3. Achieving integration between HIV services, and between HIV and Sexual and reproductive health (S&RH) services;
4. Generating demand for S&RH and PMTCT services;
5. Using an evidence base and generating evidence;
6. Supporting or delivering advocacy; and
7. Strengthening grassroots action and organizations.

Only the proposal relevant to one of the following five themes will be considered for funding:

1. Community interventions addressing loss to follow-up in Prevention of Mother to Child Transmission (PMTCT)
2. Community advocacy for gender equity in education and health, including but not limited to, for positive mothers and their affected families
3. Preventing unintended pregnancies
4. Community intervention to keep HIV negative women negative
5. Early infant diagnosis

**Deadline to apply is 11 March 2014.** For more information visit:

<http://bit.ly/1egWxB4>

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As part of the Firelight Foundation's Capacity Building Program, Firelight provides "Newsflashes" to share relevant resources and information with our active grantee-partners via weekly emails and via post on a monthly basis. We hope that by facilitating access to information for grassroots, community-focused organizations, programming for children and families, as well as organizational development, is enhanced. Past editions of the Firelight Newsflash can be found on our website:

<http://www.firelightfoundation.org/resources/newsflash/>.

We welcome your comments, feedback and ideas for upcoming Newsflashes at

[newsletter@firelightfoundation.org](mailto:newsletter@firelightfoundation.org).

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