# Midpeninsula Regional Open Space District Grantmaking Program

# Roots Grantee Annual Report Template

## Instructions

Roots grantees must submit an annual grant status report submitted by the date specified in the grant agreement, as described below. Keep the report to five pages or fewer.

## Report Questions

* Narrative report –
	+ List your SMART objectives and progress made against each objective.
	+ Explain any proposed adjustments to the SMART objectives going forward.
	+ Describe any other project highlights beyond the scope of your SMART objectives.
	+ Were any anticipated activities or milestones delayed? If so describe the reason for the delay and how this might impact the project’s goals, budget, or timeline.
	+ If applicable, how has the context for your work changed since this grant was awarded, and how has this affected the way you are thinking about or approaching this program/project?
	+ What have you learned by implementing this project or program, and how will it inform your future work?
	+ How have your project, services and/or deliverables added value?
	+ Provide a revised project timeline, if necessary.
	+ If your project is anticipated to be an ongoing program or project for your organization, provide an update on the future of this program or project and anticipated sources of future funding.
	+ If your project is anticipated to have an ongoing timeline, how are you addressing the long-term funding needs for the project?
* Financial report—
	+ If you propose any changes to the budget for the upcoming year, detail what those changes are alongside a narrative explanation for why they are necessary and how they will fit into accomplishing your SMART objectives.
	+ Provide an updated grant spending estimate in the coming fiscal year using the table below, adding to the table rows as needed

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| --- | --- | --- | --- | --- |
| **Line Item** | **Year 1 (FY19-20)** | **Year 2 (FY20-21)** | **Year 3 (FY21-22)** | **Total** |
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|  |  |  | **TOTAL** |  |