

# Stephen & May Cavin Leeman Foundation, Inc.

215 West 92nd Street, 13A New York, NY 10025 212-873-5555

## GRANT REPORT & RENEWAL APPLICATION FORM

### General Instructions

1. Please submit your report on or about the date requested in the letter of award of your grant.
2. If you are applying for a renewal of your grant, please complete this entire form. If you do not wish to apply for a renewal, please complete only the cover sheet and parts I and II.
3. Please submit your report and your renewal application, if any, in hard copy, typed and single-spaced.
4. If you are not applying for a renewal grant, please submit one copy of the report and of the attachments. If you are applying for a renewal grant, please submit two copies of the report and application, and one copy of each attachment.
5. Please answer all of the questions in the order listed, using the headings provided.
6. If any question does not apply to you, you may omit it, with an explanation of why it does not apply.

### Cover Sheet

Date of report: \_\_\_\_\_

Exact legal name of organization completing report: \_\_\_\_\_

Address of organization: \_\_\_\_\_

Telephone no.: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Executive director: \_\_\_\_\_

Contact person and title (if not executive director): \_\_\_\_\_

Have there been any changes to your organization's status as an IRS 501(c)(3) not-for-profit agency? (yes or no): \_\_\_\_\_ If yes, please explain: \_\_\_\_\_

Grant amount \$ \_\_\_\_\_ Grant Period: from \_\_\_\_\_ to \_\_\_\_\_

Check one: General Support \_\_\_\_\_; Project Support \_\_\_\_\_; Other (specify) \_\_\_\_\_

Project name or brief project description: \_\_\_\_\_

Report due date: \_\_\_\_\_

Dates covered by this report: from \_\_\_\_\_ to \_\_\_\_\_

**I. NARRATIVE** (two to five pages):

A. If reporting on a general operating grant, please address the following:

1. Organizational and/or programmatic achievements and setbacks, including, but not limited to, the number of people served, compared to the number served in the most recent previous year;
2. Any significant changes in the membership of the board and/or staff, or in the mission, direction, or financial health of the organization, or in the scope or nature of your program(s);
3. Any significant changes in your collaboration with other organizations.
4. How you measured the effectiveness of your activities, what you learned, and how you used or will use this information. Please refer individually to any specific goals which you listed in your application for the grant on which you are reporting, and describe the degree of success you had in meeting them. Please comment on any follow-up of persons served.

B. If reporting on a specific project grant, please also address the following:

1. The project description, and how the project relates to your organization's mission;
2. Any changes in the original staffing pattern for the project, and any significant changes in the actual staff of the project, or in the scope or nature of the project;
3. Any significant changes in the membership of the organization's board and/or staff, or in the mission, direction, or financial health of the organization;
4. Any problems that your organization faced when implementing this project, how you tried to resolve them, and the degree to which those efforts succeeded;
5. How you measured the effectiveness of your project, what you learned, and how you used or will use this information. Please refer individually to any specific goals which you listed in your application for the grant on which you are reporting, and describe the degree of success you had in meeting them. Also please include a description of the population served, a comparison of the number of people served with the number served in the most recent previous year, and a statement of how both the population served and other stakeholders were affected. Please comment on any follow-up of persons served.

**II. ATTACHMENTS:**

**A. Financial Information:**

1. Your most recent **audited financial statement**, if not already provided. (If there is a more recent unaudited financial statement, please also submit that.)
2. Your most recent **IRS Form 990**, if not already provided;
3. Aligned side by side in two columns on the same page, the **agency's** expense budget for the year in which the grant was used, and the **agency's** actual expenses for that year. (If you are applying

for a renewal grant, please substitute additional financial attachment III.C.1.,below.) In any case, please explain any major discrepancies between the actual expenses and the previously budgeted expenses.

4. Aligned side by side in two columns on the same page, the **agency's** income budget for the year in which the grant was used, and your actual sources and amounts of income for that year. (If you are applying for a renewal grant, please substitute additional financial attachment III.C.2., below.) In any case, please explain any major discrepancies between the actual income sources and amounts, and the previously budgeted sources and amounts.

If reporting on a specific project, please **also** submit:

5. Aligned side by side in two columns on the same page, the **project's** expense budget for the year in which the grant was used, and the **project's** actual expenses for that year. (If you are applying for a renewal grant, please substitute additional financial attachment III.C.3., below.) In any case, please explain any major discrepancies between the actual expenses and the previously budgeted expenses.

6. Aligned side by side in two columns on the same page, the project's income budget for the year in which the grant was used, and the project's actual sources and amounts of income for that year. (If you are applying for a renewal grant for the same project, please substitute additional financial attachment III.C.4., below.) In any case, please explain any major discrepancies between the actual income sources and amounts, and the previously budgeted sources and amounts.

#### **B. Other Attachments:**

1. Your most recent **annual report**, if you issue one, and if not already provided.
2. Any brochures, educational materials, news articles, videotapes, or other relevant materials about your organization or the funded project which you choose to submit.

### **III. APPLICATION FOR RENEWAL GRANT:**

#### **A. Additional Basic Information:**

1. Purpose of grant (one sentence);
2. Amount of grant requested, and whether for general support or project support;
3. Total organizational budget for current year, and dates covered by organizational budget;
4. The current numbers of paid full-time staff, paid part-time staff, and volunteers;
5. (If requesting project support) Project name, total project budget, and dates covered by project budget;

#### **B. Additional Narrative (3 pages maximum):**

1. Any changes in the need or problem that your organization works to address, or in the

population that your agency serves;

2. Any new programs or accomplishments since your most recent grant from the Leeman Foundation, if not already covered in this report;
3. Any significant changes in your organizational relationships, both formal and informal, with other organizations working to meet the same needs or providing similar services.
4. If you are applying for general operating support, or for support for the same specific project as in the grant on which you are reporting, please briefly describe how this renewal grant would be used.
5. If you are applying for support for a different specific project, please explain the project, including:
  - a. The project's primary purpose, the need or problem that you are seeking to address, and the way the project evolved as a response to that need or problem;
  - b. The population that you plan to serve, and how this population will benefit;
  - c. The strategies and activities that you will employ in this project;
  - d. The proposed staffing pattern for the project, and the names and titles of the persons who will direct the project;
  - e. The anticipated duration of the project, and, if this is a new project, a project timetable;
  - f. How the project contributes to your agency's overall mission.
6. **Quality Improvement**—Please describe how you support the ongoing development of your staff, and any other ways in which you strive to improve the quality of your work. Please indicate what incentives you provide for staff members to complete certain types of training. Please mention any training begun or completed by staff members since your most recent prior grant application.
7. **Outcome Studies and Evaluation**—Please explain how you will measure the effectiveness of your activities during the period of the renewal grant. Describe your criteria for a successful program, and the results that you expect to have achieved by the end of the funding period. If possible, please list specific goals for the period of the renewal grant. Please specify any planned follow-up of the persons whom you will serve.
8. **Additional Information (Optional)**—Please include any other information that you would like us to have when we decide how to respond to your application.

**C. Additional Financial Attachments** (Please substitute these for the corresponding financial attachments, II.A.3. through II.A.6., above.)

1. Aligned side by side in three columns on the same page, your **operating expense budgets** for the year of the grant on which you are reporting and for the year of the grant for which you are applying, and your **actual expenses** for the year of the grant on which you are reporting;
2. Aligned side by side in four columns on the same page, a list of **foundation and corporate supporters** and all other sources of income, with amounts received in the year of the grant on which you are reporting, and received or committed for the year of the grant for which you are applying, as well as the foundations, corporations, and other sources that you are **soliciting for new**

**or renewed funding** and, to the best of your knowledge, the status of your proposal with each.

If **project funding** is requested:

3. Aligned side by side in three columns on the same page, the **project's expense budget** for the year of the grant on which you are reporting and for the year of the grant for which you are applying, and the **project's actual expenses** for the year of the grant on which you are reporting. List each staff line separately and include % of time spent on the project. (If you are applying for a new project, simply supply a single-column expense budget.)
4. Aligned side by side in four columns on the same page, a list of **foundation and corporate supporters** and all other sources of income of the project, with amounts, for the year of the grant on which you are reporting and for the year of the grant for which you are applying, as well as the foundations, corporations, and other sources that you are **soliciting for funding** and, to the best of your knowledge, the status of your proposal with each. (If you are applying for a new project, simply list all **sources of income** for the project, with amounts.)

**D. Additional Supporting Materials:**

1. Your current strategic plan, if you have one. (If you do not have one, please say so, and describe whatever planning process you use instead.)
2. (Optional) One or more case vignettes, new or updated, to illustrate the work that you do.
3. An updated list of your Board of Directors, with their affiliations and telephone numbers, and a list of Committees of the Board, with their membership.
4. A statement, for your most recent fiscal year, of the number of meetings of the Board and of each Board Committee, and the % attendance at Board and at Committee meetings
5. A statement, for your most recent fiscal year, of the number of members of your Board who made donations to your agency, and the total amount of those donations. (You need not give the names of individual donors, nor the dollar amounts of individual donations.)
6. One-paragraph resumes of any key staff members for whom you have not already provided them, including qualifications relevant to the specific request; an organization chart of the agency, if different from the one previously provided—please mark any changes with asterisks\*—and the c.v. of the current Executive Director, if not already provided.