NONPROFIT CAPACITY BUILDING PROGRAM
Progress Report

OVERVIEW

Nonprofit Capacity Building Program Grantees are required to submit a completed Progress Report form to the Corporation for National and Community Service (CNCS) on a semi-annual basis. The Progress Report consists of two documents:

1. Progress Report Narrative document, and
2. Performance Measurement Reporting Workbook.

CNCS personnel will use the reports to track project accomplishments, challenges, resources generated, and progress toward achieving project goals and objectives.   The intent of the Nonprofit Capacity Building Program is to increase the capacity of a small number of intermediary Grantees to provide specific assistance to improve the sustainability of and expand service provided by small and midsize nonprofits in communities facing resource hardship challenges to develop and implement performance management systems.

PURPOSE

The purpose of the Progress Report is to:

- Document progress toward achieving project goals and objectives;
- Provide a self-assessment tool for projects to promote continuous improvement; and
- Identify technical assistance needs.

COMPLETION AND SUBMISSION GUIDELINES

Nonprofit Capacity Building Program Grantees are required to submit a completed Progress Report form to CNCS on a semi-annual basis in the appropriate electronic system. The Progress Report summarizes progress on the specific measurable outcomes identified in the Grantee's Application during the reporting period. Each Grantee shall also report on other measures established by CNCS in consultation with the Grantee. The Progress Report **does not** report financial/budget progress, which is reported through semi-annual Federal Financial Reports submitted through the appropriate electronic system.

If you have questions regarding the completion of the Progress Report, contact your CNCS Program Officer.

REPORTING PERIODS

Reporting Dates: **Due Dates:**
October 1 through March 31 …………….. April 30
April 1 through September 30 …………… October 31

NONPROFIT CAPACITY BUILDING PROGRAM
Progress Report

Sponsor	Project Director
Address	Telephone Number
City, State, Zip	Email Address
Grant Number	Reporting Period (check one)
	☐ 10/01 to 03/31
	☐ 04/01 to 09/30
	Check if this is the FINAL Report ☐

Performance Measures

Attach a copy of the Performance Measurement Reporting (PMR) Workbook for Nonprofit Capacity Building Cooperative Agreements.

Narratives

Successes
Describe any successes encountered during this reporting period.

Challenges
Describe any challenges encountered during this reporting period. Be sure to include whether challenges have been resolved, or, if they remain unresolved, the plans to address them.

Recruitment / Retention
Please describe the selection of the cohort of small and midsize nonprofits within the defined service area to which organizational development assistance will be provided. Include any best practices developed, or specific challenges faced. Additionally please report on the retention efforts of the selected cohort. Include information on how many, if any, selected cohort members have withdrawn from the program.

Training/Technical Assistance Needs
What type of assistance can CNCS provide to you and your organization at this time? If there is a need to make revisions to the current Project Plan, please contact your CNCS Program Officer.

Partnership/Collaboration Development
Are other CNCS and non-CNCS programs collaborating with the Nonprofit Capacity Building project? If so, please list the programs or organizations and briefly describe the collaborative activities.

Resource Development

Describe specific curricula, handouts, and other materials developed. As a reminder, these items should be submitted to the Resource Center, the CNCS' knowledge management provider, for web-posting.

Sustainability

Describe specific organizational strategies that are in place to sustain the results of the project (i.e. staff and Board of Director support).

Expanded Services

Describe whether improved sustainability or expanded services by the nonprofits being served is being achieved.

Other Accomplishments

Describe in detail any additional project accomplishments that are not reported within the Narratives or Performance Measurement Reporting (PMR) Workbook. Include any awards received. Additionally, please include stories that would best communicate to the public how small and midsize nonprofits are implementing a comprehensive performance management system. Particularly helpful are stories that include numerical results.

Attachments and Links

List the attachments, or links to documents, that will be submitted as part of the Progress Report. As a reminder, developed curricula, handouts, and other materials used should be submitted to the Resource Center, the CNCS' knowledge management provider, for web-poAwsting.

Certification

Signature of Project Director: _____ Date: _____

Signature of Certifying Official: _____ Date: _____