



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-posting.

Certification

Signature of Project Director: _____ Date: _____

Signature of Certifying Official: _____ Date: _____

PUBLIC BURDEN STATEMENT: Public reporting burden for this collection of information is estimated to average 10 hours per submission, including reviewing instructions, gathering and maintaining the data needed, and completing the form. Comments on the burden or content of this instrument may be sent to the Corporation for National and Community Service, Attn: Jaime Renner, 431 South Seventh Street Suite 2405, Minneapolis, MN 55415. The Corporation informs people who may respond to this collection of information that they are not required to respond to the collection of information unless the OMB control number and expiration date displayed on page 1 are current and valid. (See 5 C.F.R. 1320.5(b)(2)(i).)

PRIVACY ACT NOTICE: The Privacy Act of 1974 (5 U.S.C § 552a) requires that the following notice be provided to you: The information requested on the Corporation for National and Community Service, Nonprofit Capacity Building Reporting Questions is collected pursuant to 42 U.S.C 12592 and 12615 of the National and Community Service Act of 1990 as amended, and 42 U.S.C. 4953 of the Domestic Volunteer Service Act of 1973 as amended. Purposes and Uses - The information requested is collected for the purposes of reviewing progress toward grant-funded objectives. Routine Uses - Routine uses may include disclosure of the information to federal, state, or local agencies pursuant to lawfully authorized requests. In some programs, the information may also be provided to federal, state, and local law enforcement agencies to determine the existence of any prior criminal convictions. The information may also be provided to appropriate federal agencies and Department contractors that have a need to know the information for the purpose of assisting the Department’s efforts to respond to a suspected or confirmed breach of the security or confidentiality or information maintained in this system of records, and the information disclosed is relevant and unnecessary for the assistance. The information will not otherwise be disclosed to entities outside of the Corporation for National and Community Service without prior written permission. Effects of Nondisclosure - The information requested is mandatory in order to receive benefits.

OMB Control Number TBD
Expiration Date TBD