

## Volunteer Generation Fund Annual Grantee Progress Report Instructions

### How will the Corporation use the information reported?

The Volunteer Generation Fund Grantee Progress Report (GPR) provides information for CNCS staff to monitor grantee progress and to respond to requests from Congress and other stakeholders. Some information provided in your Grantee Progress Report may be used by CNCS's Office of External Affairs to promote service. Program staff will use the information you provide to identify trends and issues that may lead to changes in policies and procedures, allocation of training and technical assistance, or opportunities for peer learning.

### What are the components of the GPR?

The Grantee Progress Report consists of the following sections: Demographic Information, Performance Measures, and Narratives.

Please complete the report using eGrants <http://www.nationalservice.gov/egrants/>, the Corporation's integrated, secure, web-based system for applications, and follow these instructions.

### When is the GPR due?

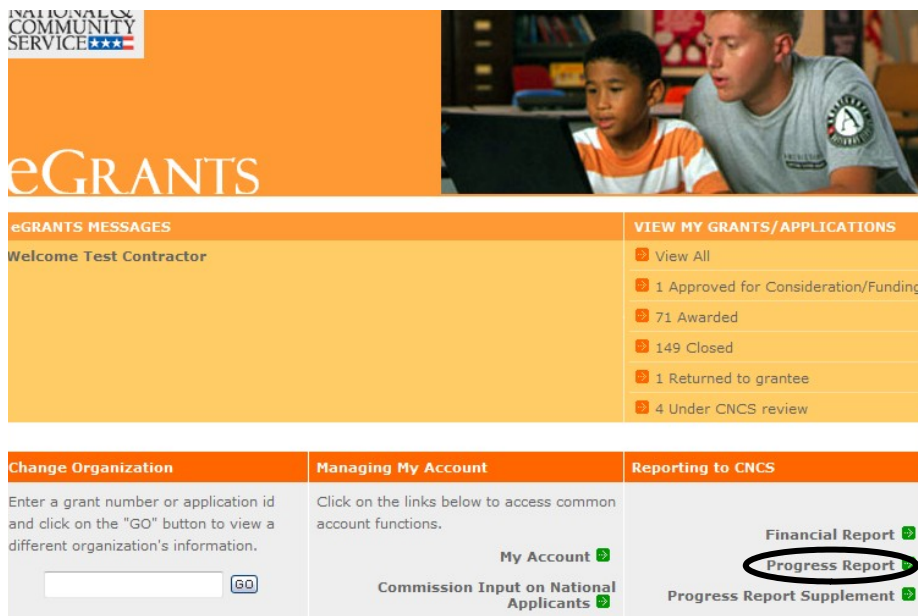
The GPR is due on October 31, 2014.

If you cannot meet the submission deadline for the progress report, you must request an extension from your Program Officer. Requests for extensions may be granted when:

1. The report cannot be finished in a timely manner for reasons legitimately beyond the control of the grantee, and
2. CNCS receives a request explaining the need for an extension before the due date of the report.

### Selecting the Right GPR

After logging into eGrants, click the "Progress Report" link in the lower right corner of the screen.



NATIONAL AND COMMUNITY SERVICE

# eGRANTS

eGRANTS MESSAGES

Welcome Test Contractor

VIEW MY GRANTS/APPLICATIONS

- View All
- 1 Approved for Consideration/Funding
- 71 Awarded
- 149 Closed
- 1 Returned to grantee
- 4 Under CNCS review

Change Organization

Enter a grant number or application id and click on the "GO" button to view a different organization's information.

GO

Managing My Account

Click on the links below to access common account functions.

- My Account
- Commission Input on National Applicants

Reporting to CNCS

- Financial Report
- Progress Report**
- Progress Report Supplement

You will see a list of possible progress reports for each of your existing grants. Find the grant number which includes the 2013-2014 program year, and expand the list by clicking on the orange arrow key to the right of the grant number.

Find the progress report with the 10/31/2014 due date, and click on the “edit” link. You will be taken to the main progress report screen.

Grant # [REDACTED] Volunteer Generation Fund					
Reporting Date	Due Date	Extension Date	Status	PR Type	
04/01/2014 - 09/30/2014	10/31/2014		Disabled	Full	<a href="#">view</a>   <a href="#">print</a>
04/01/2014 - 09/30/2014	10/31/2014		Progress Report Initial Entry	Progress Report Annual	<a href="#">edit</a>
01/01/2014 - 03/31/2014	04/30/2014		Progress Report Initial Entry	Progress Report Lite Semiannual	<a href="#">edit</a>

508 Approved | Contact Help Desk | disable the pictures  
Release version: 5.9

### Reporting Period

The reporting period is from the beginning of your 2013-2014 program year through September 30, 2014. Note that this progress report is cumulative for the year to date (but not the entire three-year grant period).

\* If you have data from the previous year or previous reporting period that was not included in the prior GPR (i.e., noted as “ongoing” on prior report due to continuing program activities), please include this data in the Overall Grantee Note text box on the Summary tab and include a note of explanation.

### General Information Tab

General Information
Demographics
Narratives
Resource Allocation
Performance Measure
Summary/Staff Review

Screen Instructions

Welcome to the CNCS Program Progress Report (PPR) Module.

Click the “Begin” button to start entering your progress report.

Click the “Help” button at the top of the screen for more information about the PPR screens.

Note: If there is an open amendment on your grant, you will see a warning message when you click the “Begin” button. If you receive this warning message, you should contact your CNCS Program Officer immediately. He or she will advise you on the status of your amendment. Do not begin entering your PPR until you have talked to your CNCS Program Officer.

Cancel
Begin

Grant # [REDACTED]

Project Name [REDACTED]

Grant Year 1

Progress Report Type Progress Report Annual

Amendment Number 1

Reporting Period Start Date 04/01/2014

Reporting Period End Date 09/30/2014

Due Date 10/31/2014

Extended Due Date

# of Months Funded 6

Status Progress Report Initial Entry

Reporting Period	Due Date	Ext. Due Date	Status	View Report (PDF)
There are currently no Progress Reports in Reviewed status.				

On this tab, you will see information for the progress report you have selected. Check the reporting period start and end dates, as well as the due date, to ensure you have selected the correct report. If you have not selected the correct report for the reporting period and due date, click the “Cancel” button and select the correct report. If you have selected the correct report, click the “Begin” button to open the progress report. If you return to this tab after starting the report, you will see a “Continue Working” button that allows you to open the report that is in progress.

A summary table at the bottom of this tab allows you to see all past reports associated with your grant and to view or print a PDF version of these reports.

## **Demographics Tab**

**Screen Instructions**

Report on all applicable demographic indicators. If you do not collect data on an indicator, enter a zero (0).

Click the "Help" button at the top of the screen for more details about reporting on demographic indicators.

**PPR Demographics Information**

This section contains a list of demographic indicators of interest to CNCS and our stakeholders. Please provide cumulative totals.

	Demographic Information	Value
1	Number of volunteers of all ages who were recruited, coordinated or supported by your grant.	* <input type="text"/>
2	Number of hours leveraged volunteers served during the reporting period.	* <input type="text"/>
3	Number of individuals who served as leveraged volunteers who are NEW volunteers.	* <input type="text"/>
4	Number of hours leveraged volunteers served during the reporting period that were by NEW volunteers.	* <input type="text"/>
5	Number of disadvantaged children and youth who served as leveraged volunteers.	* <input type="text"/>
6	Number of individuals who served as leveraged volunteers enrolled in a degree-seeking program.	* <input type="text"/>
7	Number of individuals born between 1946 and 1964 who served as leveraged volunteers.	* <input type="text"/>

To complete this tab, enter a value for each of the indicators for which you have collected data.

All grantees must report the total number of leveraged volunteers, number of volunteer hours, number of new volunteers leveraged and number of new volunteer hours. Grantees are not required to report on every indicator other than the required ones; however, if your program collects data on other indicators, provide it.

Enter a numerical value in each field. If you did not collect data on an indicator, enter a zero (0) in that field. The progress report cannot be submitted unless there is a numerical value, including zero, entered in every field on this tab.

Click “Next” to proceed to the next tab.

## **Narratives Tab**

Click on the accordion panels to enter narratives. When accordion panels are closed, green check marks indicate that text has been entered in the text box. Text must be entered in every narrative field before submitting the GPR. For fields that are not required, if not providing narrative, enter “NA” in the text box.

General Information	Demographics	<b>Narratives</b>	Resource Allocation	Performance Measure	Summary/Staff Review
---------------------	--------------	-------------------	---------------------	---------------------	----------------------

**Screen Instructions**

Respond to each narrative field. If a field does not apply to your project, enter "N/A".

Place your cursor over the gray question mark icon to view a description for each narrative field.

Click the "Help" button at the top of the screen for more details about entering narratives.

**PPR Narratives**

In this section, open each narrative and describe your activities during the reporting period in more detail.

Narrative entered     
 Narrative not entered

*	?	▶	Volunteer Activities
*	?	▶	Successes and Challenges
*	?	▶	Other Accomplishments
*	?	▶	Activities Related to CNCS Strategic Initiatives

Provide the following narratives:

**Volunteer Activities:** Describe the activities that the volunteers carried out. This may include but is not limited to meaningful roles, the important needs addressed, the impact of their service and participation in National Days of Service.

**Successes and Challenges:** Describe any factors that positively or negatively influenced program performance. Illustrate the trends that you see affecting your program. The discussion may include but is not limited to program design, program and financial management, systems, data collection, evaluation, capacity building, and resource development, including raising match funds, strategic partnerships, successful strategies or lessons learned that may be useful to other grantees.

**Other Accomplishments:** Highlight activities which are especially reflective of the impact the program has in the community. Describe accomplishments that increased the number of volunteers engaged in meaningful roles in meeting community needs. Illustrate activities that enhanced the capacity and sustainability of volunteer connector organizations as effective delivery systems. Include numerical data whenever possible.

**Activities related to CNCS Strategic Initiatives:** If programs or sites have addressed any of the CNCS Strategic Initiatives particularly effectively, describe these activities here.

Click "Next" to proceed to the next tab.

## **Performance Measures Tab**

General Information Performance Measure Summary/Staff Review

Screen Instructions

For each Performance Measure:

Enter the actual numbers for each output, outcome, and resource, as applicable. The numbers that you report should reflect your accomplishments during the reporting period covered on your PPR.

Click the "Calculate Progress" button to refresh the calculated fields on the chart.

Check the "Done with Section" box once you have entered all data for a measure.

Click the "Help" button at the top of the screen for more details about reporting on performance measures.

Performance Measure Progress

Done with Section box checked Done with Section box not checked

Capacity Building & Leverage-1.Volunteer Management

Interventions : Volunteer Management

Measure Type	Measure #	Target	Actual	Progress
Outcome	G3-3.3	150	<input type="text"/>	%
Output	G3-3.8	3500	<input type="text"/>	%
Output	G3-3.2	1200	<input type="text"/>	%
# of Vols		1200	<input type="text"/>	%
Project Hours		3500.0	<input type="text"/>	%
MSYs		0.0	<input type="text"/>	%
Amount		101580.0	\$ <input type="text"/>	%

Grantee Note [Note History](#)

Done With Section

Expand each performance measure to show a panel with each output and outcome for the performance measure. Enter the actual for each output and outcome. Enter "0" in each remaining field (# of Vols, Project Hours, MSYs and Amount).

When you have entered all data for one performance measure, check the "Done with Section" box. This will cause a green checkmark to appear on the accordion panel when it is collapsed signaling that you are done entering data in this panel. If you leave any fields blank or include any characters other than numbers (commas, decimals, percents, etc.) these fields will default to values of zero when you move to the next tab or save the report.

Once data has been entered for each performance measure, click the "Calculate Progress" button at the bottom of the page. This will enable eGrants to calculate the percent of target for each output and outcome.

An explanation is required for any output or outcome target that was not met. Provide this explanation in the Grantee Note text box.

Click "Next" to go to the next tab.

## Summary Tab

From this tab, you can view or print a summary of data entered in the GPR by clicking “Print PPR Summary.” To print a summary of any notes entered in the application, click “Print Complete Note History.”

To comment on this summary, enter text in the “Overall Grantee Note” text box.

## Submitting the GPR

When all data has been entered into the progress report, go to the Summary Tab and click the “Grantee – Submit to CNCS” button.

submit your completed PPR to CNCS.  
Click the "Help" button at the top of the screen for more details about editing and printing your progress report.

				(Target)	(Actual)				
Capacity Building	Capacity Building & Leverage	0	0	0.00	0.00	0.00	0.00	\$0.00	\$0.00
<b>Subtotal:</b>		<b>0</b>	<b>0</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>GRAND TOTAL:</b>		<b>0</b>	<b>0</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

Individual Performance Measure Progress Summary:

ID	Title	Service Activity
1	Volunteer Management	Volunteer Management

Overall Grantee Note

[Grantee - Submit to CNCS](#)

[Save](#) [Back](#)

508 Approved Contact Help Desk  
Release Version: 5.9