

**CATHOLIC CAMPAIGN FOR HUMAN DEVELOPMENT
COMMUNITY ORGANIZING GRANTS PROGRAM
FINAL REPORT**

INSTRUCTIONS:

1. The Final Report covers the second half of the grant year and highlights organizational accomplishments from December 1st through June 30th. Final Reports are due no later than July 15.
2. The complete Final Report package includes the narrative (use form below), the Final Report Expense Form (included in a separate attachment to this e-mail), and no more than two press clippings. To upload your Final Report and Expense Form, and press clippings, simply go to www.grantrequest.com/SID_464/ to login to your account. Once you have logged in, click on the " Requirements" tab and follow the instructions to upload documents from your desktop.
3. You are required to send a copy of the report to the local CCHD diocesan director. A listing of their e-mail address is available at www.usccb.org/cchd/director.shtml.
4. If your organization's e-mail/ mailing address, contact information or primary contact person has changed, it will be important to indicate these changes in your e-mail to CCHD and the diocesan director.

DATE:

CLOSING GRANT REFERENCE / ID NUMBER:

NAME OF ORGANIZATION:

NAME OF PERSON COMPLETING REPORT:

PHONE:

E-MAIL ADDRESS:

**CATHOLIC CAMPAIGN FOR HUMAN DEVELOPMENT
COMMUNITY ORGANIZING GRANTS PROGRAM
FINAL REPORT NARRATIVE**

SUMMARY OF ACTIVITIES

Provide a brief, one paragraph summary of how the organizational and/or initiative goals have been advanced with the help of CCHD funding during the second half of the grant year. (Limit 250 words.)

INSTITUTIONAL CHANGE

1. Briefly state the progress on your organization's institutional change goals in the second half of the grant year. Describe new relationships with collaborating groups, partners, etc. that enhanced your organizational capacity and public presence with relation to these goals. If your organization achieved specific policy or other institutional changes during this period, provide a description of the following: (1) the type of institutional change achieved; (2) the estimated number and type of beneficiaries impacted by this change; and (3) the estimated monetary and social value of the changes for both individuals and the broader community. (Limit 250 words)

LEADERSHIP DEVELOPMENT	
1. Briefly state the progress on your organization's leadership development goals during the second half of the grant year. Include a description of the specific skills or knowledge taught and the names of the trainers. (Limit 250 words)	
2. Total Number of Trainings Held	
3. Total Number of Leaders Trained	
4. Total Number of New Leaders Trained	
5. Percentage of Low Income Leaders Trained	

ORGANIZATIONAL DEVELOPMENT	
1. Briefly state the progress made with achieving your organizational development goals in the second half of the grant year. Describe any changes in your membership base, including any outreach to new constituencies (i.e. ethnic groups, age groups, religious denominations, geographic areas, etc.). Describe steps taken to strengthen your organization's internal decision making and coordinating structures. Indicate any challenges, concerns, adjustments or changes to your organizational goals. Include staffing changes. (Limit 250 words)	
2. New Individual Members Recruited: Indicate the number of new individual members recruited during the second half of the grant year. (Leave blank if your organization does not recruit individual members.)	
3. New Institutional Members Recruited: Indicate the number of new institutional members recruited during the second half of the grant year. (Leave blank if your organization does not recruit institutional members.)	
4. Technical Assistance Services: If your organization is working with a technical assistance provider, describe the specific services provided and how frequently their services were used. (Limit 250 words)	

FINANCIAL CAPACITY/FUNDRAISING
<p>1. Briefly state the progress made with achieving your fundraising goals during the second half of the grant year. Indicate the amounts raised through member dues, grassroots fundraising, individual donors, foundations, corporations and government sources. (Limit 250 words)</p>
<p>2. Names of Foundations: List the amounts and names of foundations from which you obtained funding during the second half of the grant year.</p>
<p>3. Names of Corporations: List the amounts and names of corporations from which you obtained funding or commitments during the second half of the grant year.</p>
<p>CATHOLIC CHURCH-RELATED PARTICIPATION IN CCHD FUNDED ORGANIZATIONS *Please note that involving Catholics in your organization's efforts is not a requirement for funding.*</p> <p>The mission of the Catholic Campaign for Human Development is to address the root causes of poverty in the United States through promotion and support of community-controlled, self-help organizations and through transformative education. In this regard, CCHD is interested in identifying Catholic clergy, parishes and organizations that are members or that work collaboratively with your CCHD funded organizations.</p>
<p>1. Catholic Parish and Organizational Members: List the names of Catholic parishes or other Catholic organizations that are members of your organization.</p>
<p>2. Catholic Clergy: List the names of <u>key</u> Catholic clergy who are involved with your organization's efforts. Indicate their parish affiliation.</p>
<p>3. Catholic Partners: List the names of Catholic organizations that act in support of your organization's efforts, but are <u>not</u> members.</p>