

## INSTRUCTIONS:

1. The Final Report covers the second half of the grant year and highlights organizational accomplishments from January 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 Expense Form, 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/](http://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 <http://www.usccb.org/about/catholic-campaign-for-human-development/diocesan-coordinators-catholic-campaign-for-human-development.cfm>.
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.

## **CCHD Economic Development Program Implementation Grant Final Report**

This Final Report covers progress from January 1<sup>st</sup> to June 30<sup>th</sup>.

Name of Organization

Street Address

City

State

Zip Code

Phone Number for Organization

Fax Number for Organization

Website Address (If none, do not respond.)

## **Primary Contact for Organization**

Name

Title

Telephone Number (If different than above.)

## **Technical Assistance Provider**

If you are not receiving technical assistance do not respond to the next three questions.

Name

Telephone Number

E-mail Address

## **Economic Development Institution (EDI)**

EDI Title

Total Annual EDI Budget

Current Asset Value of EDI

This pertains to all grantees. Please provide your organization's current net worth, or that of your most recent balance sheet. Include the balance sheet date. Net worth is your organization's assets less its liabilities. An example of a balance sheet is available at [www.sba.gov/library/balsheet.xls](http://www.sba.gov/library/balsheet.xls).

Percentage of Organizational Board Members Living in Poverty

Percentage of EDI Board Members Living in Poverty

If the organizational board is the same as your EDI board state that below.

## **Progress on Asset Development and Job Creation Goals**

Summarize your progress on goals, major challenges and changes to your EDI strategy to develop assets and create jobs during the second half of the grant year: You need not repeat specific data that is given to the questions that follow on Asset Development and Job Creation Outcomes. (Limit 250 words)

## **Specific Impacts on Asset Development and Job Creation**

In the sections below on Job Creation, Asset Development and Loan Data, specify your EDI's actual outcomes for the second half of the calendar year. Do not report impacts from previous calendar year. Not all of the different types of outcomes listed below are likely to apply to your particular EDI -- only fill in the outcomes that are a part of your EDI's actual implementation.

## Job Creation

CCHD anticipates that the following types of EDIs will create jobs directly: worker/community-owned cooperatives and social purpose/training business and indirectly: business incubators & marketplaces and CDFIs.

Number of new jobs created

Average Hourly Wage (\$)

Types of Benefits (e.g. health, pension, child care)

Types of Jobs (e.g. full-time, part-time, seasonal, supplemental, etc.)

If your organization is a training or social purpose business, include a brief description of the nature and duration of the jobs created.

## Asset Development

CCHD anticipates that the following types of EDIs will create assets: worker/community-owned cooperatives, real estate initiatives, business incubators & marketplaces and CDFIs.

Type of asset(s) developed (Please clearly describe the types of asset your organization develops. e.g. real estate, financial accounts, business equity)

Total number of units/assets (#)

Average value of individual or family-owned asset (average \$)

Value of community-owned asset (average \$)

## Loan Data (CCHD anticipates that only CDFIs are providing loans.)

Total number of loans (#)

Total number of loans to individual businesses (#)

Total number of loans to real estate initiatives (#)

Total number of loans for development of non-profit organizations or businesses (#)

Total loan value (\$ amount)

Loan Loss Ratio (%)

## Progress on EDI Organizational Development

Briefly summarize the progress made in developing your EDI's organizational capacity. Include the description of any changes in the following: (1) Staffing and Board (membership, organizational structure, training, etc.); (2) Technical assistance providers and the services they provide; (3) Collaboration with other community-based organizations and institutions; (4) Outreach to new constituencies (ethnic, age,

cultural, geographic, etc.); (5) Organizational systems (financial, managerial, etc.); and, (6) Organizational assessment and planning.

### **Progress on Leadership Development**

Briefly describe the progress on your organization's leadership development strategy in 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)

### **Progress on Financial Operating Strategy**

Briefly state the progress made in implementing your financial operating strategy in the second half of the grant year. List the amounts raised under headings such as program income, member dues, grassroots fundraising, individual donors, foundations, corporations and government sources. Include names of foundations and corporations. (Limit 250 words)

### **Catholic Church Related Participation in CCHD Funded Organizations**

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 with membership in or working in support CCHD funded organizations. Please note that involving Catholics in your organization's efforts is not a requirement of funding.

#### **Catholic Parish or Organizational Members**

List the names of Catholic parishes or other Catholic organizations that are members of your organization.

#### **Catholic Clergy**

List the names of key Catholic clergy who are involved with your organization's or EDI's efforts. Include their parish affiliation and phone number.