

GRANT REPORTING REQUIREMENTS, FUNDING CONDITIONS & MEASURES

REPORTING REQUIREMENTS

Centennial requires that timely reports be submitted for all approved grants (e.g., operating, project, hybrid, and capacity building grants). Centennial's grant reporting templates are located within the grants management system portal.

The process of reporting is to provide us with information to help inform our grantmaking decisions, and to track the effectiveness of our investments in the community, aligned to our priorities. We also intend that reporting requirements will provide partners with a framework to help shape and inform their services, and to assist with fundraising, volunteer recruitment and achieving their mission.

GRANT TIER	REPORTING TYPE	REPORTING REQUIREMENTS
Tier 1: Grants up to \$25,000	<ul style="list-style-type: none"> Year End Report & Budget Year End Outcomes Measurement Report 	<p>Year End Report & Budget: annual comprehensive report of organisation's activities, key learnings and significant changes to project, if any; and include an overview of how funding budget was allocated.</p> <p>Year End Outcomes Measurement Report: provide results and learnings on outcomes identified on the grantee award letter.</p>
Tier 2: Grants over \$25,000	<ul style="list-style-type: none"> Interim Progress Report Year End Report & Budget Interim and Year End Outcomes Measurement Report 	<p>Interim Progress Report: 6-month preliminary report providing a brief description of project progress, key learnings, and significant changes to the project, if any.</p> <p>Year End Report & Budget: annual comprehensive report of organisation's activities, key learnings and significant changes to project, if any; and include an overview of how funding budget was allocated.</p> <p>Interim and Year End Outcomes Measurement Report: provide results and learnings on outcomes identified on the grantee award letter</p>

FUNDING CONDITIONS

A partner may receive a 'funding condition' requirement on the designated award letter. We encourage all grantees to read and review all reporting requirements and funding conditions listed on an award letter prior to signing. A funding condition is a standard or guideline that must be met to receive partial or full funding.

BUDGET MODIFICATIONS

A partner may need to modify their initial funding request due to unforeseen circumstances, an adjustment from key learnings or a significant change in the organisation. Before modifying budget allocations, a written request for **budget modifications to an approved project expenditure** must be submitted to Centennial staff for approval.

PROJECT MODIFICATIONS

A partner may need to modify their initial project strategy due to unforeseen circumstances, an adjustment from key learnings or a significant change in the organisation. Before making project modifications, a written request for **project modification changes to project design, and/or delivery of services** must be submitted to Centennial staff for approval.

OUTCOMES MEASUREMENT REPORTING

Project results must be measured and reported to determine the effectiveness of any project or programme. Centennial uses these results to assess project-level impact, demonstrate accountability and make investment decisions.

Outcomes measurement helps partners to improve their services, raise funds, recruit volunteers and achieve their overall mission.

Partners are responsible for implementing and managing a useful, feasible, timely and accurate process for outcomes measurement. This should include data to report to Centennial and to improve project design. An example list of measurement methodologies is in Appendix B of the Centennial Community Investment Priorities and Grantmaking Guidelines.

Projects are evaluated based on the following:

- Achievement toward the identified outcomes
- The ability to report required data
- Ability to provide thoughtful and meaningful comments on the results achieved
- Implementation of continuous improvements based on results

Partners are expected to:

- Conduct project-level outcomes measurement that examines the services provided and the impact of those services on recipients
- Summarise and assess data with a view to improving programme quality and results for participants
- Report results and key learnings of their outcomes measurement to Centennial within the stated timeframes and in the requested manner