



Community-Engaged Alliance

Narrative and Fiscal Reporting Guidelines 2023–2024

Grantee:	
Project Period:	
Midterm Report Due:	
Final Report Due:	

Reporting Requirements and Submission Guidelines

Grantees are to submit the following items by the date indicated above. All items will be submitted online via our [GivePulse Funded Program Final Report](#) (<https://www.givepulse.com/survey/take/YmC4G3JdTPOFhCxtlGkB>).

- Engagement Data
- Areas of Impact
- Program Narrative & Assessment

We have included information on each of the above items in this Reporting Guide. If you have any questions as you review this document or complete your Report, please contact Community-Engaged Alliance at grants@engagedalliance.org.

Engagement Data

This information is to be entered directly into the online submission form. You will be asked to provide numerical data on the following:

- Involvement Data
 - Number of students involved in the project
 - Number of staff members involved in the project
 - Number of faculty members involved in the project
 - Number of executive leaders involved in the project
 - Number of community organizations involved in the project
 - Names of community organizations involved in the project
 - Numbers of community members involved in the project
- Impact Data
 - Number of students impacted by the project
 - Number of community members impacted by the project

Areas of Impact

This information is to be entered directly into the online submission form. You will be asked to provide numerical data on the following:

- Academic course(s) connected to the project, including discipline(s)
- Geographic area(s) impacted by the project

Program Narrative & Assessment

This information is to be entered directly into the online submission form. You will be asked to provide numerical data on the following:

- Evidence of needs statement was addressed
 - Qualitative evidence



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- Quantitative evidence
- Evaluation of Goals & Outcomes
 - Achieved goals
 - Progress on unachieved goals
 - Quantifiable and observable outputs produced
 - Evidence and explanation of how the project impacted student learning
 - All data that was collected, as well as how that data was analyzed, to assess the project
- Dissemination Activities
 - Efforts to share knowledge that was gained or created
 - Publication of research results
 - Conference presentation(s)
 - Attempts to reach relevant and broad audiences
 - Future dissemination plans
- Budget Reporting Form
- Challenges & Obstacles
 - Challenges and obstacles faced
 - Actions to overcome challenges and obstacles
 - Risk mitigation tactics
 - Advice for future PIs embarking on similar projects
- Sustainability Update
 - Efforts to continue the work involved in the project
 - Strategies to generate or maintain financial support
 - Strategies to generate or maintain institutional support
 - Strategies to generate or maintain community engagement

Unused Grant Dollars

Per the Award Agreement and Community-Engaged Alliance Terms and Conditions, any remaining unused funds must be returned to Community-Engaged Alliance or transferred into an institutional account for use by the primary investigatory for future community engagement work and/or professional development following an approved request from the primary investigator to Community-Engaged Alliance. Use of the funds should still adhere to CEA Terms and Conditions. If the primary investigators request to transfer funds is approved, the primary investigator is to have access to these funds until they are exhausted.

Project Photographs*

All grantees are asked to upload a minimum of 4 high-quality action photographs with their report. We recommend that you coordinate with your institution's office of media relations in order to capture these images, as they can work with you to ensure quality subject matter and digital usage for images submitted. Images will be used by Community-Engaged Alliance to promote your specific project as well as the overall work of the organization. Therefore, it is your responsibility to ensure that the images can be used for public dissemination—please refrain from submitting the face of minors or vulnerable individuals without their express written consent or that of a guardian. Examples of places these images may be shared are media posts, press releases, funding reports, and organizational reports and presentations.

All photographs are to be saved as .png or .jpg files. If more than 5 photographs are shared, they should be saved into zipped folders based on their subject matter type (e.g., marketing photos, project photos) before being uploaded. Each zipped folder must be less than 100MB in size.

** Required item*