A green circle with white lines in it

Description automatically generated  
A black and white text

Description automatically generated

**Narrative Report**

|  |  |
| --- | --- |
| Date |  |
| Grant ID Number |  |
| Grantee Organization |  |

**Instructions**

1. This form can be used for both mid-term Progress Reports and for the Final Report.
2. In regard to FINAL REPORTS ONLY, please note, they are not accepted until all grant funds are spent. If you are not sure how to spend the remaining funds, please contact your program officer to discuss possible Amendment options or the return of the unexpended grant.

**Report Type**

Are you submitting a Progress Report or Final Report?

Choose an item.

**Submitted By**

Full Name:

Phone:

Email:

**Outcome Reporting**

**In this section, you will be reporting against the project outcomes listed in your grant agreement.  Please address each of the expected outcomes.  If any project objectives have changed, please explain the circumstances leading to those modifications.**

**Reporting on Outcome One:**

How do you rate your progress on Outcome One? Select from the drop-down.

Choose an item.

**Reporting on Outcome Two:**

How do you rate your progress on Outcome Two? Select from the drop-down.

Choose an item.

**Reporting on Outcome Three:**

How do you rate your progress on Outcome Three? Select from the drop-down.

Choose an item.

**Reporting on Outcome Four:**

How do you rate your progress on Outcome Four? Select from the drop-down.

Choose an item.

  
**Reporting on Outcome Five:**

How do you rate your progress on Outcome Five? Select from the drop-down.

Choose an item.

**Reflections**

1. What challenges did you face and how did you address these challenges?
2. What were the most important lessons learned?
3. What changes, if any, have you had to make as the project has progressed?
4. Are you working to expand, scale or sustain your project/program moving forward? If so, what are some of your next steps?
5. What advice would you offer to help another organization planning to undertake a similar project?

**Expenditures to Date**

**Grant Expenditures to Date**

1. Enter the amount of grant monies you have expended so far from this grant only.
2. If you have any fiscal concerns or unexpected financial challenges at this time, please list them here.

If you anticipate needing a no-cost extension (NCE) to extend the grant term, please request a NCE in your Fluxx account. Scroll down to your active grant, select the grant and click on the **Request Amendment button** on the top right. Please also visit our website at <https://www.castlefoundation.org> for instructions.

**Additional Comments or Feedback**

Please share any additional comments or feedback about the grant process.

**Comments on the Online Grant Portal**

Your comments are appreciated.  Will you help us improve our online reporting system?  Have you encountered problems that we should address? What do you think are the strengths and weaknesses in the process? Are there parts of the system that could be more user-friendly?

**Documents to Prepare to Upload Online**

* Program Budget Expenditure Report (clarify if there are any unspent grant funds at this time)
* Other (Any file you would like to add)

**Save and Submit**

Don’t forget to save this report and upload it into the correct Pending Report Card your Harold K.L. Castle Foundation online account at [**https://hklcf.fluxx.io**](https://hklcf.fluxx.io).

**Mahalo for submitting your written narrative report!**