

SMALL GRANT: IMPACT REPORT ESSENTIALS

Remember to include the information you identified in your Grant Application that determines success and consider these tips for submitting a strong Impact Report:



Talk about the Turnout

When capturing who attended, break out the numbers of system impacted individuals (and families), the number of partner organizations and community members.



Describe the Direct Supports

Include the number of services and/or material goods distributed, such as free haircuts provided, the number of backpacks given, or mock interviews given.



Provide Participant Perspective

Include participant feedback and ask 2-3 attendees for quotes on the impact of the event.



Summarize Speakers and Entertainment Details *(when relevant)*

Often a final line-up of speakers and performers is confirmed after Small Grant Approval, please describe the final line-up, including presentation themes.



Send snapshots

Photos or videos are required; feel free to use the shots your staff snapped on their phone to tell the story.



Promo Pieces, Please! *(when relevant)*

Don't forget to include copies of your event flyers, posters, or social media graphics.



Reflect on the Results.

Identify areas of impact, specifically what people learned or received by the end of the event.

KEY IMPACT REPORT INFORMATION



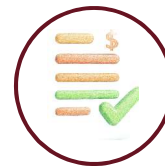
Due within 2-Months

An Impact Report is due within 60 days of the event.



Choose your Format

You may submit a written or verbal report to the CCPEC.



Impact Report is Required

Late or missing Impact Report = no future funding.

Need this information in another language or accessible format?

Contact **ProbationCommunityPrograms@acgov.org**