



Interim and Final Reporting Guidelines

Strengthening Youth Programs in Indiana

In 2023, Lilly Endowment approved a grant under its Strengthening Youth Programs in Indiana (SYPI) initiative to assist your organization in one or more of the following ways: 1) expand or enhance existing programs for youth or initiate new programs to serve emerging needs; and/or 2) help youth-serving organizations build, renovate or expand their physical plants to more effectively offer safe and stimulating environments for learning and development and/or 3) build organizational capacity in fundraising, marketing, technology, and finance to help ensure that board members and staff in these organizations are prepared to govern and conduct the organization's affairs and programs effectively and efficiently.

Reporting Requirements

There are two types of reports required by your grant agreement for your SYPI grant—a program report and a financial report. The following provides guidance for completing the reports.

- These reports are due every six months as set forth in your grant agreement.
- These are sequential reports with the expectation that each build on the responses from the last report to show progress of your project. In your first report, reference the plan from your proposal and your progress towards outcomes to date. For the next reports, please include references to details in your previous report to show the change which occurred during the reporting period.
- The final report should be a summary of the results from the grant-funded activities.

Report Structure

Agency Information

Please provide the following information as part of your report.

Name:

Organization:

Number of Youth Served this Period:

Cumulative Number of Youth Served:

Program Narrative

You will submit a narrative response (approximately four pages) that will describe the impact of the grant on your program/service/organization by answering the following five prompts. Please use each of the bolded prompts as headings and then follow with your response. Examples are offered for your consideration to help form your response. They are not exhaustive, as you may have many other examples that address the questions.

1. **Explain the degree to which the grant helped your organization enhance its programs and services resulting in an increased number of youth served and/or improvements in how youth are served.** For example, did the grant help you develop and implement a recruitment strategy to reach more youth? If so, describe the strategy, the number of youth served before using the grant funding and after implementing your recruitment plans. Or were you able to retain or attract staff which increased your capacity to serve more youth or serve them in unique ways? If so, explain including the number of new youth served and/or the ways in which your service differs to better support youth. If you have a capital grant, consider how your modest renovations or equipment purchases improved how you conduct programming whether that is an enhancement for safe and/or enriching environments or expansion of space to allow more youth to participate or participate using the equipment or space in ways in which they would not have been able to do so if you did not receive a grant.
2. **Detail how your program or service addressed the needs of youth.** Based on the issues and opportunities you presented in your proposal, what change in condition has occurred because of your program or service utilizing the funds to address the needs you identified?
3. **Describe the extent to which and how your organization is now positioned to continue to provide the enhanced programs and services to youth.** Give examples of the change in your organization's operations, program quality, visibility, fundraising (or other organization or program improvement aspects) and how these changes strengthen your ability to attract and retain participants, volunteers and donors which will continue the programming supported by this grant. Also, consider including information regarding opportunities, surprises and/or challenges as you work on sustaining the program or service.
4. **Describe how your use of funds addressed SYPI priorities.** Please explain how the programs and services were aligned with one or more SYPI priorities:
 - Enhancing the welfare and safety of youth
 - Identifying and addressing the social and emotional needs of youth
 - Delivering educational experiences for youth that supplement classroom learning
 - Developing character traits and leadership skills in youth
 - Providing safe and enriching out-of-school time learning environments for youth
5. **Describe how your use of funds addressed the special focus of the grant.** Although a wide range of youth are expected to be served by organizations, the initiative has a special focus on youth who are in low-income households, are members of communities of color, or are from immigrant families and youth who lack adult supervision and protection or are or have been exposed to trauma or other adverse childhood experiences. In your response, describe the extent to which you served at least one of these special populations.

Financial Report (two pages)

There are two parts to the financial report: 1) budget narrative and 2) the financial report form.

1. **Provide a brief budget narrative detailing the use of funds for program/capacity building/capital projects accounting for the cost and the amount of the expense (one page).** Your description should align with one or more of the eligible expense categories:
 - **Program grants** that help to expand or enhance existing programs for Indiana youth or

initiate new programs to serve their emerging needs.

- **Capacity-building grants** that strengthen youth-serving organizations' operations.
- **Capital grants** that help youth-serving organizations renovate their physical spaces to provide safe and stimulating environments for youth or help the organization purchase needed equipment.

2. Submit a completed financial report form found with your grant agreement (one page).

How to submit: Send all documents via email to strengtheningyouth@lei.org.

Additional details: You may include photos, data reports and other items, however, they are not substitutes for the four-page narrative and two-page financial report.

Questions: If you have any questions, send an email with the subject line of **SYPI Reports** to strengtheningyouth@lei.org.