



Children and Family Capacity-Building Initiative Progress Report Guidelines

Submitting Your Report

To submit your report, please log into your Meyer online account at https://www.grantrequest.com/SID_891?SA=AM and navigate to the **Requirements** tab, where you will see a link to “Children and Family Capacity-Building Initiative Progress Report.” Click on the link to upload the required narrative and financial report documents.

The screenshot shows the Meyer Foundation online account interface. At the top, there is a navigation bar with 'Applications' and 'Requirements' tabs. The 'Requirements' tab is selected. Below the tabs, there is a table with columns: Form Name, Project Title, Type, ID, Due, Updated, My Role, and Action. A red arrow points to the 'Requirements' tab with the text 'Click on the Requirements box to see your grant reports that are due.' Another red arrow points to a dropdown menu labeled 'Show New Requirements' with the text 'Make sure you are showing the correct reports - submitted, in progress, or new.' A third red arrow points to a link in the 'Form Name' column of the table with the text 'Click on the report link to begin working on the report.'

Form Name	Project Title	Type	ID	Due	Updated	My Role	Action
Children and Family Capacity-Building Initiative Progress Report	to support general operations	CFCBI Progress Report	196073	08/05/2015	08/05/2014	Owner	

Narrative Report

Please submit a report narrative of **no more** than two pages describing the progress you’ve made in achieving the outcomes outlined in your proposal, noting any problems or difficulties you are encountering, and discussing any changes you propose to make (for example, revising outcomes, changing the project timeline, or changing consultants) moving forward. You may also electronically submit materials produced as a result of your grant such as a strategic plan.

Consultant Rating

As part of your progress report, you will also have the opportunity to rate the effectiveness of your consultant engagement. This information will help us improve our capacity-building programs, and will not be shared with your consultant(s). You will be asked to rate the performance of your consultant(s) in the following areas:

- Professionalism
- Meeting deadlines
- Relevance of skills/expertise
- Sensitivity to your organization’s culture and size
- Effectiveness in working as partner with your organization
- Providing practical and useful assistance
- Transfer of knowledge to your organization

Financial Report

Please submit the following financial report documents:

- A financial report for the project that shows budgeted vs. actual income and expenses.
- Audited or unaudited financial statements—including a balance sheet and statement of activities—for the most recently completed fiscal year.
- Optional: Other material produced as a result of the grant (for example, a strategic plan).