

# Child Health and Development Institute of Connecticut

## Report Cover Sheet

Please complete the report cover sheet and attach it to all narrative (program) reports. Please send one copy of your report to Ryan Jason via email at [rjason@uchc.edu](mailto:rjason@uchc.edu) or deliver to:

CHDI, 270 Farmington Avenue, Suite 367, Farmington, CT 06032

**Name of Organization:** \_\_\_\_\_

**Check one:** \_\_\_\_\_ *Interim Report*      \_\_\_\_\_ *Final Report*

**Period covered by this report** \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

**Contact Person:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### **Instructions for Narrative Reports**

Narrative reports should be limited to 4 pages, single-spaced, 1" margins, and 12 point font, plus attachments (if needed). Please report on the following items:

- Describe progress towards meeting goals listed in the original proposal/Duties and Deliverables section of your contract
- List obstacles and challenges experienced
- Explain changes in strategy from original proposal/contract and rationale
- Explain any variance in the timetable for activities or meeting goals from original proposal/contract
- Other important findings you would like to share

For Final reports include the following items in addition to the items listed above:

- Were you able to leverage the funding you received from CHDI for this project to obtain funding from other sources? If so, please list the other sources of funds, the dollar amount received and a description of what the funds were used for.
- If you had to do this project over again, what would you do differently?
- Is this project replicable in other sites? If so, how might one go about doing so?
- Describe any current plans for the continuation of the project including funding, expansion or replication.

### **Instructions for Financial Reports**

Compare the budget submitted with your original proposal/contract to your actual expenses from the beginning of the project to the end date covered by the financial report. Show only the budget amounts attributed to CHDI funding and how CHDI funds were spent. Please explain any significant variations between budget and actual expenses. You may utilize CHDI's Financial Report template, located at:

<http://www.chdi.org/about/grantee-information>

Please remember that if you choose your own financial report format, you must include line item detail for Budgeted Amount, Actual Amount Expended, and Difference.