

United Way
of 1000 Lakes



Dear Kimberly,

We recently opened our 2019-20 grant reporting phase with a proposed completion date of June 9th. Information gathered is used to demonstrate impact and accountability to our supporters as well as inform United Way's investments for the upcoming fiscal year (July 2020-June 2021).

Program staff are invited to complete the report through an online form. This new method will allow us to efficiently aggregate data and give us a picture of our collective impact on the community over the past year.

We realize that this online process is new, and we're working to make it as seamless as possible. Here are some tips and answers to questions that might arise.

Didn't we already provide this information in the grant application?

The interim report's purpose is to provide an update as the first year of funding draws to a close, not to reiterate information already shared. Most questions require only a brief response - a few sentences or a short paragraph.

Is every section required?

The online form is designed to send users to different sections depending on their program focus, so you will likely end up skipping some sections. Furthermore, the Metrics & Evaluation section, which mostly consists of reporting statistics, comprises several pages of the online form. If you'd rather, you can fill out a [document](#) with this information and upload it.

Can I save the report and come back to it later?

The online report must be completed in one sitting - Google Forms doesn't allow users to save and return later. We've provided outlines of the report in [PDF](#) and [Microsoft Word](#) format so that you can prepare ahead of time.

Can I go back and change what I entered?

When filling out the report, you can go back and edit pages, but you should use the buttons on the bottom of the form to navigate rather than your browser buttons - using your browser buttons will erase your previous progress.

What if my agency has more than one funded program?

Agencies with more than one United Way-funded program must fill out the report form once for each program. If an agency has more than one program, they will be able to skip the Organizational Update section of the report in subsequent uses.

Can I fill the form out without signing in to Google?

You will need to sign in to a Google account to fill the form out. If you have a Google business listing, you may already have a Google account, but those that don't can [create](#) a free account using an existing email address.

Copies of the report and the Metrics & Evaluation Form, as well as more information, are available on our [website](#). As always, don't hesitate to get in touch if you need assistance or have questions. Thank you for being flexible as we shift to a more virtual collection method.

Complete Report



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