

Golden LEAF Foundation Food Distribution Assistance Program

Guidelines for Grantees -- Post-Grant Reports

This document provides guidance on submission of interim and final post-grant reporting. This document is current as of **September 13, 2024**.

Always check [the Golden LEAF website](#) to confirm you have downloaded the most current version of these guidelines.

Please carefully review the information provided in this document before contacting your assigned Golden LEAF staff member for assistance.

General Reminders

These Post-Grant reports are intended to be **short** updates regarding progress toward meeting outcomes.

Do not include any invoices or payment information with these reports.

Confirm Your Submission was Submitted in Fluxx

You will always receive an automated email confirming submission of a report in Fluxx. If you do not receive a confirmation email, log back in and ensure that you have hit submit/save. If you have technical issues or are not able to submit, reach out to your Primary Staff or attend an office hour for assistance. Fluxx office hours are held most days (see [Grant Portal Resources](#) page)

Timing of Reports

Report due dates will be set following your close-out site visit with the Golden LEAF team. You will receive a notification of those report due dates and reminder emails in advance via Fluxx.

Content of Reports

Do not include any invoices or payment information with these reports. These reports are only updates on the outcomes for your project. For your post-grant interim and post-grant final, you will report an average of three months of households served.

Golden LEAF staff will determine these dates and define the ranges expected for each report. For example, for a project that received their final items in March and began expanded distribution, their reports would be due in July and October.

Jan.	Feb.	Mar.	Apr.	May	Jun.	July	Aug.	Sept.	Oct.	Nov.	Dec.
		*	Post-Grant Interim Data			Post-Grant Final Data					
						Report Due			Report Due		

*Received final items, started expanded service with full resources.

Reports include **Project Outcomes**, **Grantee Assessment**, and **Required Documents**.

Project Outcomes

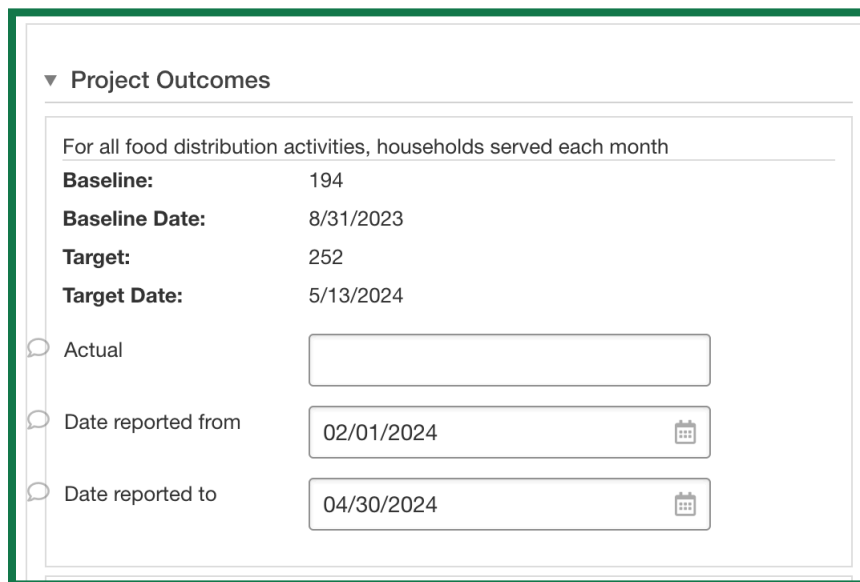
The date reported from and reported to will be entered by Golden LEAF staff when your report is scheduled and should not be changed. These dates will reflect the range of data requested. Complete the Actual section for outcomes associated with your project with the average of the three months in the requested reporting range. This average data should match the Food Bank reports or the report you used as your data source in setting your baseline. If you're not sure, check your initial requirements or contact your Primary Staff.

The source reports must be attached as supporting documentation.

For this example, this report covers February, March, and April data.

The organization served 200 households in February, 225 in March, and 250 in April.

The organization would enter the average of those three months of 225.





▼ Project Outcomes

For all food distribution activities, households served each month

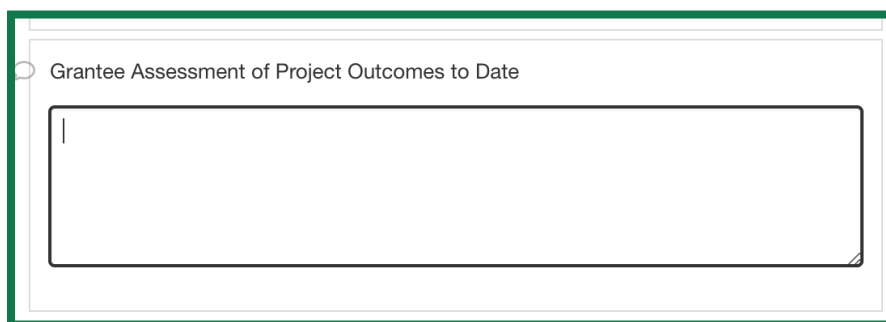
Baseline:	194
Baseline Date:	8/31/2023
Target:	252
Target Date:	5/13/2024

○ Actual

○ Date reported from 

○ Date reported to 

Grantee Assessment



○ Grantee Assessment of Project Outcomes to Date

Include a brief summary of how your expanded/enhanced service is progressing. This should include any challenges/roadblocks that may be a source of a delay or any milestones to celebrate! Following the example above, the grantee should enter something like "Households increased steadily through the reporting period and expected to reach the target in the next."

Required Documents

▼ Documents	
Supporting documents for outcomes	⊕
Signed Certification Form	⊕
Other (photos, approved minutes, etc.)	⊕

Supporting documents for outcomes must be your regular food bank reports unless otherwise approved or discussed during the initial requirements.

Signed Certification Form must be downloaded from the [Resources page](#), signed, and uploaded.

Other (photos, approved minutes, etc.) is an optional category.