

## OCCF Reporting Guidelines (Grants \$5,000 and under)

### 1. Report Type

- Progress
- Final

### 2. OCCF Grant Program Name

- Arts and Culture
- Davies Movement Education Fund
- Environment Fund
- Excellence in Education
- Frank & Ruth Bila Charitable Fund
- James Mock Jr. & Anna Mock Memorial Endowment Fund
- Jane Deming Fund
- Marshall Fund for Youth
- Robert & Doreen Marshall Fund for Dramatic Arts and Classical Arts
- San Clemente History, Arts & Culture Endowed Fund
- Special Needs
- Other (please specify)

### \* 3. Grant Number

### 4. Grant Amount

### 5. Organization Name

### 6. Project Title

### 7. Grant Period (Period Shown on Grant Agreement, eg. January 1, 2017 - December 31, 2017)

### 8. Primary Contact Information

Name

Organization

Address

Address 2

City/Town

State/Province

ZIP/Postal Code

Country

Email Address

Phone Number

9. OCCF Funded Project Description Summary (750 characters max)

10. What has been your greatest accomplishment? (750 characters max)

11. Please describe specify how OCCF grant funds were used. (750 characters max)

12. Please provide an example of a success story in working with an individual who was directly impacted by your program. (750 characters max)

13. Were there any changes made from the original grant application and what are the reasons for those changes, including changes in date/timeline, budget for the project and services provided. (750 characters max)

14. Unduplicated Number of People Served

15. Measurable Outcome

*Please provide detail on a specific Measurable Outcomes, including the type of service provided, the target population you served, and the number measured. Use the following guide for framing your responses:*

*Intended Outcome: Please specify the intended outcome*

*Examples: "increase access to musical education," or "decrease teen pregnancy"*

*Service Type or Equipment Purchased: Workshop, Training, Counseling Sessions, Case Management, etc and please indicate number or frequency of services provided, if available*

*Examples: "3 choral performances," "10 individual counseling sessions," "weekly job training sessions"*

*Target Population: Please specify age, gender, race/ethnicity, city, etc.*

*Example: "Hispanic/Latino female students from Santa Ana"*

*Number: Approximate number only*

Intended Outcome:

Service Type or Equipment Purchased:

Target Population :

Number: