Orange County Community Foundation

Henry W. and Ellen R Warne Family Endowment Fund
Workforce Development Initiative
Grant Report Guidelines

This report is intended to be a depiction of what your organization was able to accomplish with the grant funds awarded. This information will be shared with the donor advisors who recommended the grant. Please complete the information in the table and answer the questions. The narrative report should be 1-2 pages.

Email reports to mchavez@oc-cf.org.

Organization Name:	
Grant Amount:	
Program Name:	
Report Time Period:	

- Provide a brief update of the progress of the program for which your organization received funding and the impact of this funding to date.

- Please describe your successes as well as any obstacles encountered and how they were addressed.

- Complete the Program Outcomes tables included in the report guidelines. Feel free to list any other outcomes or milestones you'd like to mention below.

- What supportive services are you providing to ensure employment placement and retention (eg. case management)?

- Please provide an example of a success story in working with an individual who was directly impacted by your program.

- Provide a financial summary of how the grant funds were used.

- Optional: Send photos of program work. (no more than 2)

PROGRAM OUTCOMES

Grantees: Please report on **unduplicated numbers** of clients served during the grant period.

1. Total Numbers Served	Total #
Total Number of individuals reached by outreach efforts	
Total Number of individuals served by your program	
Total Number of individuals in OC served by your program	

2. Employment Readiness	Total #
Number of individuals enrolled in the program	
Number of certificates completed	
Number of employers you partner with that have job openings for program participants	

Career Placement	# Through the grant	Total #
3. Number of program participants placed in employment positions		

4. Type of placements	Total #
Full-time	
Part-time	
Temporary/Seasonal	
Work study/internship	
Other	

5. What are the top 3 industries/employers in which your program participants were placed through your program?

6. What are the top 3 types of job functions in which your program participants were placed through your program?

Wages	$
7. Average hourly wages of participants at program entry	
8. Average hourly wages of participants who have been placed in a job through your program	
9. Range of hourly wages of participants who have been placed in job	
	#

Job Retention (For placements made that you reported on previously)	%
10. Percentage of previously reported placements staying on the job more than 3 months	
Percentage of previously reported placements staying on the job more than 6 months	
Percentage of previously reported placements staying on the job more than 12 months	