

## GRANT REPORTING EXPECTATIONS

At Headwaters, we are dedicated to building partnerships with our grantees that uphold transparency and open lines of communication. This grants process overview will outline what you can expect from us as well as our expectations for reporting throughout the course of your grant cycle.

Throughout the grant cycle, we will have conversations with grantees in order to understand their goals and priorities and how those might change throughout the grant cycle to adapt to the environment they are operating in; learn about the challenges grantees face in their work; and understand whether and how Headwaters can support the work beyond the check.

On the following page, you will find the questions we will use to guide these conversations. These reporting questions are for our policy and strategic initiative grantees. GO! Grantees will have the option of completing a short final report or having an end of grant term conversation with Headwaters.

### 1. Grant Kick-Off Conversation

As a first step in partnership, Headwaters will schedule a grant kick-off conversation to:

- Establish how grantees want to communicate over the grant period (e.g. frequency of communications, preferred channels);
- Understand what success looks like at the end of the grant for the grantee; Understand grantee partner priorities for the grant period; and
- Identify any areas where Headwaters can provide support.

### 2. Grant Check-Ins

As established during the grant kick-off conversation, Headwaters will periodically check-in with grantees through conversations, observations, and/or document review. These will serve as opportunities for Headwaters to:

- Share relevant updates about our work with the grantee;
- Provide thought partnership;
- Gather insights on grantees' work;
- Determine with grantees if any particular supports are needed to ensure success; and
- Receive any feedback from the grantee.

### 3. End of Grant

At the end of the grant term, Headwaters will connect with grantees to reflect on what they have learned over the grant period. These learnings may be shared in story format or through a final conversation. A short final budget report will also be required. You will have access to the budget report in your grants

portal. The final check-in will also serve as an opportunity for grantees to provide any feedback to the Headwaters team.

We look forward to building a partnership and supporting your organization in its efforts!

-The Headwaters Foundation Team

### **Grant Kick-Off Conversation**

1. What does success look like for you at the end of the grant term?
2. What do you hope to achieve with this grant? We understand this might also change over time.
3. What does the current landscape look like in your work/where are you starting?
4. What are some of your needs for support (e.g., training- communications, management, collaboration, strategic planning and facilitation, financial/budget, equity; volunteers; infrastructure; other)?
5. What would you like to hear about from us, perhaps about our other efforts or what we learning through our work with other organizations?

### **Grant Check-Ins**

1. What topics would be the most helpful for us to discuss today?
2. How is your work going? What is coming up for your organization? What are some of the signs of progress that you are excited about? What has been surprising or unexpected as the result of how you've been doing your work?
3. Are you experiencing any challenges or road blocks in your work that we might be able to support you on?
4. What support do you need to do your work?
5. Is there anything else on your mind that you want to share?

### **End of Grant**

1. What are you the most proud of about what your organization has achieved over this grant period? Is there a story or a metaphor you would like to share to illustrate this?
2. Were there any unforeseen challenges or events that influenced your organization's work?
3. What have you learned over the grant period that will be helpful to better serve your community in the future?
4. What do you think was helpful in the way that we interacted with you during the grant period (e.g., communications, support, thought partnership)? What could we have done differently to support you better?
5. Do you have any additional reflections you would like to share with us?
6. Did you experience an increase in staff capacity this year? No, A little (0-25%), Somewhat (%25-50), A lot(50%+)
7. How many professional development trainings did your staff attend this year?