

# Agency Reporting Expectations 2024



The United Way of Pettis County requires funded partners to submit a mid-year report and a final report. Funding will be distributed quarterly. Funding for the 2<sup>nd</sup> quarter and 4<sup>th</sup> quarter is distributed upon receipt of the reports. Reports will be submitted electronically from the UWPC funded partner portal.

## **Mid-year reports will include the following information:**

1. Project Name
2. Number of Volunteers to support the project/program from Jan-June
3. Number of Volunteer Hours to support the project/program for Jan-June
4. Number of Full Time Employees to support project/program for Jan-June
5. List of collaborators on the project/program for Jan-June
6. Number of people served (impacted) for Jan-June
7. Breakdown of the people served (impacted) by race, age, and any other demographic data collected for Jan-June.
8. Year to date expenditures according to budget submitted with application

## **End of the year report will include the following information:**

1. Project Name
2. Number of Volunteers to support the project/program for 2024
3. Number of Volunteer Hours to support the project/program for 2024
4. Number of Full Time Employees to support project/program for 2024
5. List of collaborators on the project/program for 2024
6. Number of people served (impacted) for 2024
7. Breakdown of the people served (impacted) by race, age, and any other demographic data collected for 2024
8. Year to date expenditures according to budget submitted with application
9. Did you meet the goals of your project/program? Did you achieve what you set out to do? Did you find the project/program to be successful based on the definitions you outlined in your grant application? Please reference your application.
10. Were you able to meet the community need with the project/program? Please reference your application.
11. What are you most proud of achieving with this project/program? Please share 1-3 stories to illustrate.
12. What was most challenging about the project/program?
13. What changes, if any, did the project/program have to make throughout the year? What are the reasons for those changes?
14. What do you need to improve the project/program?
15. Anything else you would like UWPC Board and Staff to know about the project/program.

If you have any questions regarding reporting, please contact Rachelle Simon at 660-826-2980 or [Rachelle.simon@spcuw.org](mailto:Rachelle.simon@spcuw.org).

**Thank you for being a great community partner and making a difference in the lives of others!**