

# Program reporting

When you receive a grant to fund a program, reporting is not just about fulfilling funder requirements; it is an opportunity to showcase your program's progress, achievements, and challenges. Reporting allows you to reflect on your program's performance, learn from your experiences, and highlight the impact of your work in the community. Think of it as a tool to celebrate your successes and share them with others.

Reporting is an integral part of your program design and should be planned from the outset. Incorporate it into your program timeline to ensure you have the data and insights needed to report effectively and make meaningful adjustments.

**The ability to deliver clear, honest, and engaging reports can help build trust with funders and stakeholders. It can also provide insight into your program's efficacy and offer ways to improve future initiatives.**

## Strategic thinking

<b>Understanding reporting requirements</b>	<ul style="list-style-type: none"> <li>Familiarise yourself with the specific reporting expectations of your funder, including the types of reports, data points, and submission deadlines.</li> <li>Knowing these details upfront helps you plan and manage your reporting process efficiently.</li> </ul>
<b>Setting up a reporting plan</b>	<ul style="list-style-type: none"> <li>Create a timeline for collecting data and writing reports, with milestones for tracking progress throughout the program.</li> <li>A well-structured plan ensures you stay on top of reporting obligations and have time to gather comprehensive data.</li> </ul>
<b>Performance measurement</b>	<ul style="list-style-type: none"> <li>Identify the key performance indicators (KPIs) and outcomes you aim to measure and report on.</li> <li>For example, (if relevant to your funding), track metrics such as reduced recidivism rates or increased participation in positive community activities.</li> </ul>
<b>Telling a compelling narrative</b>	<ul style="list-style-type: none"> <li>Present your data in the context of a story that highlights your program's achievements and impact.</li> <li>A compelling narrative engages the reader and can emphasise the positive change your program is creating.</li> </ul>
<b>Maintaining transparency and accountability</b>	<ul style="list-style-type: none"> <li>Be clear and honest in your reports, acknowledging both successes and challenges.</li> <li>Transparency builds credibility and trust with funders and stakeholders.</li> </ul>

### Engaging stakeholders in reporting

- Involve participants, community members, and other stakeholders in reporting processes.
- Collect feedback through surveys or focus groups to include their perspectives in your reports.

### Leveraging reports for advocacy

- Use your reports as tools to advocate for continued or additional funding and support.
- For example, highlight the positive outcomes of your youth crime prevention program to demonstrate its value to the community.

### Adapting reporting for different audiences

- Tailor your reports to address the needs and interests of various stakeholders, such as funders, community partners, and program participants.

### Continuous improvement

- Use data from reports to identify areas for improvement and inform future program design and delivery.
- This ongoing reflection helps you refine your approach and achieve greater success over time.

## Operational tasks

### Data collection methods

- Implement methods for gathering both quantitative and qualitative data, such as surveys, interviews, and observational notes.
- Collecting data consistently allows you to track program outcomes and inform your reports.

### Tracking progress

- Establish systems for monitoring program milestones and achievements.
- Regular tracking helps you stay informed about your program's progress and make adjustments as needed.

### Financial reporting

- Keep detailed records of your program's finances, including income and expenses.
- Financial transparency builds trust with funders and demonstrates your program's fiscal responsibility.

### Sharing good news stories

- Showcase the positive impact of your program by sharing de-identified case studies, participant testimonials (written or video), and quotes from community members.
- Good news stories can be included in your reports to highlight successes and boost morale.

### Visualising data

- Use charts, graphs, and infographics to present data clearly and effectively.
- Visualisations can make complex information more accessible and highlight trends and patterns.

### Identifying challenges and solutions

- Be candid about any obstacles you encounter during program delivery and describe the solutions you have implemented.
- Sharing challenges can demonstrate your program's resilience and adaptability.

## The power of sharing statistics and stories

Incorporating both statistics and stories into your program reporting paints a fuller picture of your achievements and appeals to different stakeholders in various ways.

- **Statistics:** Sharing quantitative data such as recidivism rates, program participation numbers, or outcomes from surveys provides concrete evidence of your program's impact. These metrics resonate with funders and stakeholders who value data-driven insights and measurable results.
- **Stories:** Alongside statistics, including qualitative data in the form of participant testimonials, quotes from community members, and de-identified case studies adds depth and context to your reports. Stories help stakeholders connect with the human aspect of your work and understand the tangible changes in people's lives.

Together, stats and stories offer a well-rounded narrative that captures the scope and impact of your program. This balanced approach can engage a wider range of stakeholders and enhance their understanding of your achievements.

## Building trust and transparency

Reporting provides an opportunity to build strong relationships with your funding body by keeping them informed of your program's progress and any challenges faced. While things may not always go according to plan in program delivery due to various factors, being transparent about these challenges in your reports is key. This honesty allows you to work through options together with your funder and find solutions that support your program's success.

By building trust and transparency with your funding body, you lay the groundwork for successful program delivery and potential future funding opportunities.

## Summary

Embracing purposeful reporting means that you not only meet the requirements of your grant but also gain valuable insights into your program's progress and achievements. Effective reporting showcases your hard work and dedication, and it allows you to share your good news stories with others.

Keep your reports clear, honest, and engaging, and use them as tools for learning and advocacy. By doing so, you will strengthen your program and build lasting relationships with funders and stakeholders.