Maclellan

POST-GRANT WORKSHEET

This document will help you understand all the elements that are included in a Maclellan post-grant report. Once you have reviewed it and gathered any required data, please log in to the online portal and navigate to the **Grantee Reports** section in the **Requests and Reports** tab, where you will find your organization's post-grant report.

If your project term is not yet complete when you submit your report, it will be considered an INTERIM report.

You may need to submit an interim report, such as when applying for a new grant before your prior project term is complete. Collecting a report early provides us with a snapshot, but not the whole picture. Therefore, we do not consider it a final report until we have objectives information for your FULL project term.

- After our staff has received and reviewed your INTERIM report, we will reopen the report. After your project term is complete, based on the project end date you provided, log in to submit the final.
- Search for your report listed with a status of "Interim – reopened for final." Click edit to update your interim information with final information, then submit. You may overwrite old data with updates as needed.

TAB 1 – POST-GRANT REPORT DETAILS

Grantee Report: *Auto-filled*
Granting Foundation: *Auto-filled*
Amount Awarded: *Auto-filled*
Request: *Auto-filled*

Award Date: *Auto-filled*
Due Date: *Auto-filled*
Dates Measured: From the drop-down menu, choose how many months your report covers

TAB 2 – OBJECTIVE DETAILS

When your grant was awarded, you provided us with proposed objectives to track the progress of your project. In this section, you will be asked to provide updates on the progress of those objectives.

Click on the Pencil Icon under "Edit" to provide an update on each objective. You will have the opportunity in the Narrative section to explain your results further.

1. Describe the actual achievement based on each objective. Please provide **specific and actual numbers** for the quantities and a **brief description** of the actual qualities for each objective. You will provide your numerical update against those projections in the **Quantity Report** field. Use the **Quality Report** field to briefly describe the actual result achieved and how it aligned with or differed from what was proposed.

2. Select the option that best fits whether you attained the objective. Selecting **Yes** means that both the quantity and quality categories of an objective were achieved, **Partially** means that only one of the categories was achieved, and **No** means that neither category was achieved.

3. If you selected **Partially** or **No** for an objective, please indicate the **primary reason(s)** for not meeting that objective using the drop-down menu provided. You will have the opportunity to go more in-depth on project challenges in Question #3 in the Narrative Update section to follow.

   Options in the drop-down include:
   - Circumstances outside of our control (natural disasters, political conflicts, social unrest, etc.)
   - Limited organizational capacity (funding, staff, systems, leadership instability, etc.)
   - Change of priorities (timing, crises, urgent needs, other opportunities, etc.)
   - Error in strategy (ill-fitting context, lack of interest from people, poor timing, competition from others, etc.)
   - Error in execution (mistakes in planning, unforeseen challenges in delivery, complications of putting planning into practice, etc.)
   - Error in setting the objective (overly ambitious, misunderstanding the complexities of the project, identifying the wrong objective, etc.)

See the examples on the next page for what to expect when filling out the Objective Details.

OBJECTIVE DETAILS EXAMPLES

Below are two example objectives to demonstrate how to fill in these fields.

Example 1

Objective: We will develop new programs for an under-reached group.
Objective Type: Output

Proposed Quantity	Quantity Report	Proposed Quality	Quality Report	Objective Attained	Reason for Not Reaching Objective
We will develop 10 programs total, one in each local church.	8	Programs will be developed such that local churches will take ownership of the content and contextualize it for their region.	Local churches engaged well with evidence of integration and contextualization of the program into each local church. Select interviews with church leaders revealed appreciation and eagerness for partnership.	Partially	Limited organizational capacity

Example 2

Objective: We will double the number of equipped leaders.
Objective Type: Outcome

Proposed Quantity	Quantity Report	Proposed Quality	Quality Report	Objective Attained	Reason for Not Reaching Objective
We will train a total of 70 new leaders to double our base of equipped leaders.	80	We want our leaders' ministry to be marked by the Fruits of the Spirit as they are sent out from the training.	Leaders grew through the training, especially in their effectiveness at implementing leadership strategies and incorporating the Fruits of the Spirit in their ministry.	Yes	N/A

TAB 3 – NARRATIVE UPDATE

We would like to provide you with space to provide reflections on your project, including what you have learned. We suggest preparing your narrative content outside of the grants portal and transferring it to the portal when it's complete. This will allow you to check word counts and have a back-up in case your portal content doesn't save.

**1800 characters equal around 300 words; 3000 characters equal around 500 words.*

2. What were some of the most significant achievements and fruit from your project? *(3000-character max)*

3. What unexpected positive results did you see in your projects? (*1800-character max)*

4. What unexpected challenges did you face with your project? (*1800-character max)*

5. What adjustments did you make to program design, key staff, partnerships, timeline, target population, etc.? What were the reasons for those changes? *(1800-character max)*

6. What did you learn through the project that will make you approach your work differently going forward? (*1800-character max)*

7. What insights from this project (e.g., trends you are seeing, strategies that are working, lessons you are learning) could inform those who are doing similar work around the world? (*3000-character max)*

TAB 4 – CORE METRICS

To help us better understand and celebrate the fruit of your Maclellan grant, please provide figures for the core metrics categories listed below.

As you fill in this section, please keep the following in mind:

- We know that the Maclellan grant does not make a difference in every category for every ministry. We fully expect some responses will be marked "0."
- Provide realistic numbers gathered from reliable sources, reflecting only the work accomplished through this grant.
- Please avoid counting the same individuals, activities, or outcomes more than once across categories.

1. Leaders Developed

   Leaders directly developed – [Provide Number]
   Leaders who were directly developed in deep, meaningful, and ongoing ways to become leaders of ministries, disciple-makers, and pastors. These are not the leaders who are running your ministry or leaders who have only attended a conference, event, or training by your ministry.

2. Resources Released

Discipled in generosity - [Provide Number]
People who received instruction, training, or mentoring in generosity.

New donors - [Provide Number]
People newly contributing financially to the ministry because of the grant activities.

Money raised - [Provide Number]
Identify, to the best of your ability, the dollar amount of local funds generated for the ministry this year through grant activities.

3. People Engaged

People engaged directly through presentations, trainings, or services - [Provide Number]
People personally participating and engaged in some form of in-person presentation, training, or event. Includes conference or training attendees, introductory or evangelistic events, or gatherings or direct services.

People engaged directly through discipleship or in-depth engagements - [Provide Number]
People you invested in deeply through personal interaction over time. Those with whom you have had more lengthy and involved relationships focused on personal growth and maturity.

People engaged virtually through media - [Provide Number]
Recipients of virtual, satellite, or media content, including people who will receive your media programs, virtual events, or published materials. This number represents your best estimation of people who accessed social media, watched virtual programs you deliver, and consumed written materials.

4. Gospel Response

Professions of faith – [Provide Number]
Public expressions of faith in Christ resulting from your direct ministry. Avoid speculating on the professions of faith without clear evidence of a person turning and placing faith in Christ.

Baptisms - [Provide Number]
Public acts of baptism resulting from your direct ministry.

5. Communities of Faith

Churches planted - [Provide Number]
Only include groups that identify as a church and function biblically as described in the Acts of the Apostles. These groups will have a known leader, fit the cultural context, and meet consistently.

Community groups established - [Provide Number]
This includes small groups, cell groups, and discipleship groups. Only report the number of groups that appear to be stable and holding promise of sustainability over time.

6. Partners Engaged

Churches engaged - [Provide Number]
Churches your ministry will have significant interaction with. These are not simply churches that you will have some contact with at some point or another, but those you consider core partners in your work.

Organizations engaged - [Provide Number]
Organizations/agencies/institutions you will collaborate with regularly and join together with in order to achieve shared outcomes and impacts.

TAB 5 – OPTIONAL ATTACHMENT

You may provide an attachment along with your report, though it is not required.