|  |  |
| --- | --- |
| **Funding Cycle** | |
|  | Spring |
|  | Fall |
|  | Winter |
| **Grant/Report** | |
|  | Renewal |
|  | Final Report |
|  |  |

# 



Phone: 917 301-9421

[www.butlerfoundation.org](http://www.butlerfoundation.org)

###### ANNUAL REPORT and RENEWAL

##### 

##### Name of Organization \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_City\_\_\_\_\_\_\_\_\_\_\_\_ State\_\_\_\_\_\_\_\_\_Zip\_\_\_\_\_\_\_

Executive Director \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone\_\_\_\_\_\_\_\_\_\_ E-Mail\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

##### Name of Program \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Target Population \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Program Contact \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-Mail\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **BUDGET INFORMATION** | **Total Agency Budget** | **Program Budget** | **Butler Foundation Grant** | **Program Dates** |
| **2020 Grant** |  |  |  | \_\_/\_\_/\_\_-\_\_/\_\_/\_\_ |
| **2021 Grant Request** |  |  |  | \_\_/\_\_/\_\_-\_\_/\_\_/\_\_ |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **% of Funding** | **Government** | **Foundation/**  **Corporation** | **Individuals** | **Endowment** | **Program Fees/Earned Revenue** | **Board Contribution** |
| **Agency** |  |  |  |  |  |  |
| **Program** |  |  |  |  |  |  |

**TARGET POPULATION**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Program Participation** | **Total Unduplicated** | **M** | **F** |  | **Pre-school** | **5-12** | **13-21** | **22-39** | **40-64** | **65 +** |
| **2020** *Anticipated # to be served* |  |  |  |  |  |  |  |  |  |  |
| **2020** |  |  |  |  |  |  |  |  |  |  |
| *Actual # served* |
| **2021** *If renewal included, anticipated # to be served* |  |  |  |  |  |  |  |  |  |  |

PROGRAM SCHEDULE *(Please check which apply to your program)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **After School** | **Year Round** | **Summer** | **Vacation** | **Other**  *Please Describe* |
|  |  |  |  |  |

**PROGRAM RETENTION**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name of Program** | **Hours per session** | **Sessions per week /month** | **# participants who started program** | **# participants who finished program** | **Reasons for non-completion** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

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| --- |
| In light of the Foundation’s focus on disabilities and our desire to raise awareness of meaningful inclusion of people with disabilities in the larger community, please answer the following:   * Does your organization include people with disabilities on its board and staff, and among those you serve? * If applicable, describe your efforts to increase the organization’s capacity to effectively serve and employ individuals with disabilities |
| **Have there been any significant changes in organizational structure or leadership since the beginning of the grant period?** |
| **Other Funders *(****foundations, government etc****)*:** |
| **Previous Butler Funding *(****include programs & # of years funded****):*** |

**Narrative: No longer than 5 pages Times New Roman 12 pt.**

**Annual Report:** There is no doubt that this has been a unique and challenging year. Please reflect on how you have tried to mitigate the challenges through:

* **General Agency Overview**
* Now that we are a year into COVID-19, what has been the impact on the agency as a whole and your budget in particular?
* Did you apply for the second round of PPP? If so, how much and what will it be used for? What other emergency funding did you receive over the past year? Did you experience cuts in your government contracts/grants? What is the outlook going forward on grants overall?
* Have you rehired staff that was furloughed and/or laid off staff? If so, how many and how has their work been modified or changed? Please specify if personnel working on your Butler funded program are in place and if not what are future plans for the programs.
* Are your services being delivered virtually and/or in person? Please describe.
* **Butler Funding**
* What have you been able to accomplish with this year’s funding?
* What were the roadblocks? Were you able to get around them? If so, how did you do it?
* Describe your efforts to engage participants and their families in era of COVID – 19. Do you think your strategies and efforts have impacted how you will deliver services in the future?
* During the past year, were you able to collaborate with other organizations?
* What did you learn from the past year? How might this knowledge impact future funding and delivery of programs?
* What are you most proud of this year?
* **Going forward:** Please discuss next steps and what data or other information you will use to determine future programming. List three program goals and objectives that you want to accomplish in the coming year. How will they be implemented, assessed and measured for effectiveness? Please describe plans for virtual programming and in person programming in the coming year.
* **Key Staff:** Describe roles, qualifications, education and experience of key staff involved in this project.

# Financial Accounting and Sustainability: What favorable or unfavorable conditions occurred during this grant period that impacted your program budget?Describe efforts you are making to secure additional revenue to support this program. Is there a possibility that this program will ever be eligible for government funding or other institutional funding?

* **Budget Report:** Please use the Annual Report/Renewal budget form found under “Forms” on [www.butlerfoundation.org](http://www.butlerfoundation.org) Please remember to account for any unused funds from the 2020 budget in your 2021 budget.
* **Additional Required Supporting Materials**
* Most recent Audited Financials
* List of Board of Directors
* Annual Report
* Program materials (no more than 3 examples)