



AmeriCorps for the Adirondacks
North Country Workforce Partnership
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Project Progress Reporting Guidance For the FY 2011-2012 Grant Cycle

Purpose:

A progress report is the report on the progress of an AmeriCorps program towards meeting its performance measures.

Performance measures are indicators that allow AmeriCorps programs to track both the amount of work done and the impact that this work has had on individuals and communities.

Performance measures are predetermined as part of the grant application process. Programs are required to track this data and to submit project progress reports to the Corporation for National & Community Service (CNCS). Your project progress reports help *AmeriCorps for the Adirondacks (AFA)* compile data needed to successfully complete this reporting requirement. Please keep in mind that this is how we are able to maintain our funding and support our local communities.

Performance measures:

- Clarify the purpose of the project
- Track how specific services are achieving desired results
- Document the results of the program's activities
- Allow programs to identify successes and areas for improvement

This progress report will be built throughout the program year. When writing the send Progress Report, please build off the previously submitted report. By doing this, it will be clear what progress has been made from one reporting period to the next and will prevent you from reporting redundant information.

General: Project Progress Reports have (3) Sections: Narrative, Performance Measures Worksheet and Project Progress Worksheet

- Your report should only document activities that **you** have done based on **your** Member Assignment Description (MAD).
- Do not report statistical information for your entire organization, Only your project e.g. volunteers that **you** recruit and train, donations acquired by **you**, *work that you have done*
- Write your report as if the reader has no idea about anything related to your organization
- **Do Not** use acronyms without giving the full name at least once
- While you should be concise, please be descriptive e.g. if you organized an event, describe everything that you did for it.

The entire progress report is read, so please answer every question in full and include all necessary information

Narrative:

(1-2 typed pages, please clearly outline each section with the corresponding numbers below)

- I. What community need(s) does your sponsoring organization address? What resources do they provide to the community to address the need(s) identified?
- II. State the goal(s) listed on your ‘member assignment description’.
 - Please provide a summary highlighting **your** accomplishments this quarter. This should **clearly specify** what was accomplished, the **capacity** that was **built** and how it will be sustained. This is one of the **most** important sections since it overviews what you did during the quarter
 - Be descriptive
 - Please limit the use of acronyms
 - Please clearly identify what is working and what is not working at your service location. If there is a problem, please clearly identify the problem and the steps that have been taken to address the issue. Our goal is that you and your sponsoring organization have the most positive, productive and rewarding service experience.
 - Identify any challenge(s) faced by your project from outside sources. Have they been resolved? If not, what is the plan to address the challenge(s)?
- III. Please include stories that would best communicate to the public how AmeriCorps members get things done in your community. *(Include copies of articles, press releases and other materials that you have created for this purpose).*

- IV. Are you collaborating on your project with other programs of the Corporation for National & Community Service (i.e. Senior Corps, RSVP, AmeriCorps NCCC, and Learn & Serve)? Are you collaborating with other AmeriCorps for the Adirondacks members? Are you collaborating on your project with other non-corporation programs? If so, please list the programs or organizations and briefly describe the collaborative activities.
- V. Describe specific organizational strategies that are in place to sustain the results of your project. What is your plan for transitioning your project either to another AmeriCorps member or away from AmeriCorps resources? *(You should develop a sustainability binder documenting what you have done and what will need to be completed once your term has ended. This will assist future AmeriCorps members and your sponsoring organization to meet the goals established for this project).*
- VI. Please briefly describe the activities you anticipate completing in the next quarter?

Performance Measures Worksheet:

The Performance Measures Worksheet allows *AmeriCorps for the Adirondacks* to track its predetermined performance measures.

This is the most important part of your progress report. This portion of the report provides *AmeriCorps for the Adirondacks* with the statistical data needed to complete our CNCS Progress Report. In tracking your data, please be as clear and concise as possible. Please do not wait until the time this report is due to compile your data. You should be tracking data on a regular basis. Remember to only record that work which you have done and only count individuals to whom you are providing services once. Please fill in each space on the sheet, if a Performance Measure doesn't apply to you just record a zero. *(Data is the evidence showing service was completed (output) or anticipated changes occurred (outcome).*

Here are a few examples and easy ways to track the data to complete this section: Pre/Post tests and interviews, volunteer recruitment and attendance logs, surveys and questionnaires. Please note that *AmeriCorps for the Adirondacks* and/or the Corporation for National and Community Service may request at any time to review your data collection methods and/or tools. Sponsoring organizations should keep this documentation on file for seven years following the conclusion of your project.



Project Progress Report Work Sheet:

The Project Progress Report Work Sheet is designed so that *AmeriCorps for the Adirondacks* can track member service and professional development activities.

The Project Progress Report is comprised of three sections: Training, Fundraising and Direct Service Hours. To assist you with tracking this data, we have built a data collection tool into your bi-weekly member service log (*Timesheet*). *Please refer to your bi-weekly member service logs when completing this section.*

Training: *(Please note that training hours may not exceed 20% of your program year)*
Please list the trainings/conferences that you attended this quarter. *Please list the Title/Topic, Date, Location, Presenter, and a brief evaluation of the event.*

Fundraising: *(Please note that fundraising hours may not exceed 10% of your program year).*
Please list the name and type of the fundraising activities in which you participated in this quarter. Please list the type and value of both in-kind and cash donations.

Direct Service Hours *(Please note that you should spend up to 80% of your time conducting direct service activities).* Please provide the total number of direct service hours that you performed over this quarter.