GRANT IMPACT REPORT

Vocational Education Program — Reporting Template

Prepared for: Fleckenstein Family Foundation | Reporting Period: _____ – _____

1. Grant & Organization Summary

Organization name

Program / project name

Grant amount

Grant period

Report prepared by

Date submitted

2. Program Snapshot

Two or three sentences. What did this grant fund, and who did it serve?

Program snapshot

3. Core Outcome Metrics

The minimum set worth tracking every cycle. Fill in what you have — leave blank rather than guess, and note data gaps in Section 6.

Metric	Target	Actual	% of Target	Notes
Enrolled in program				
Completed program				
Earned credential / certification				
Placed in a job				
Placed in job matching training field				
Retained employment at 6 months				
Average wage at placement				

4. Outcome Definitions

Define terms once so numbers are comparable year over year. Edit these to match how your program actually counts things.

“Completed” means	*Attended at least [X]% of sessions and finished all required modules/hours*
“Placed” means	*Started a paid position within [X] days of program completion, self-reported or employer-verified*
“Retained” means	*Still employed (same or different employer) at the 6-month follow-up check-in*
Data source(s)	*e.g., attendance records, exit surveys, employer check-ins, state wage records*

5. What the Numbers Don't Show

2–3 short qualitative notes: a participant story, an unexpected barrier, a change made mid-program. Keep it brief and specific rather than promotional.

Qualitative notes

6. Data Gaps & Limitations

Be direct about what you couldn't track and why (e.g., lost contact with participants after completion, no access to wage records). Honest gaps build more credibility than suspiciously clean numbers.

Data gaps

7. Budget Summary

Category	Budgeted	Actual	Variance	Notes
Instruction / staffing				
Materials / equipment				
Participant support				
Other				
Total				

8. Next Steps

What will change next cycle based on this data — for the program, or for what you'll measure.

Next steps