SLSC Multi-Year and Diversity Reporting Form - INTERIM REPORT

**TAB 1 Instructions and Grant Resolution**

Organization Name
Do not change name listed below. If organization’s name is now different, contact the Foundation after submitting this form.

Address

City  
State  
<None>

Postal Code

Date Grant Awarded:

Total Amount of Grant:

Title of Project:

Grant Resolution

**Instructions**

As indicated in the Grantee Acceptance and Understanding Form (GAU Form), organizations receiving a State-Level Systemic Change grant for a grant period longer than one year (also known as multi-year grantees) shall submit an Interim Grant Report in the 11th month of each year of the grant period, except in the final year of the grant. The grant period begins in January of the first year of the grant unless otherwise indicated in the Grant Resolution found above these instructions. The Foundation will notify grantees by email when the Interim Grant Report is available in the grantee’s ZSR online account.

As part of their Interim Grant Report, multi-year grantees who were required to submit a Board Diversity Plan before they could receive their first payment, must report on progress made to implement their Board Diversity Plan. Not all grantees are required to submit a Board Diversity Plan. The Grant Resolution found above these instructions indicates if a Grantee was required to submit a Diversity Plan.

The Interim Grant Report, including the Board Diversity Report (Tab 4) if applicable, must be received and approved by Foundation staff before the
Foundation will disburse payments after the first payment.

During the final year of a multi-year grant, the Grantee is not required to submit an Interim Grant Report or a Board Diversity Report. In the final year, the Grantee must submit a Final Report within three months from the end of the grant period. The Foundation will notify the Grantee by email when the Final Report form is available in the Grantee’s online ZSR account.

Grantees are encouraged to read more about reporting and other requirements of their grant in their GAU form which can be found in the Grantee’s online ZSR account.

**Interim Reporting Deadlines**

Interim Grant Reports must be submitted as follows in order for Grantees to receive second, and if applicable, third payments of a multi-year grant.

- **Second Payment of a Multi-year Grant**– As indicated in the GAU, the Grantee must submit to the Foundation an Interim Grant Report eleven (11) months from the start of the grant period in order to receive the second payment of the grant. The Interim Grant Report, including the Board Diversity Report (Tab 4) if applicable, must be received and approved by ZSR staff before second year funds will be disbursed.

- **Third Payment of a Multi-year Grant (if applicable)** – As indicated in the GAU, the Grantee must submit to the Foundation an Interim Grant Report eleven (11) months from the start of the second year of the grant period in order to receive the third payment of a grant. The Interim Grant Report, including the Board Diversity Report (Tab 4) if applicable, must be received and approved by ZSR staff before third year funds will be disbursed.

**EXAMPLES**

**Example 1:** A Grantee awarded a two-year grant that begins January 2019 must submit an Interim Grant Report to the Foundation no later than November 30, 2019 in order to receive the second payment of the grant in January 2020. Interim Grant Reports must be approved by ZSR staff before payment will be disbursed.

**Example 2:** A Grantee awarded a 30-month grant that begins July 2019 must submit an Interim Grant Report to the Foundation no later than May 31, 2020 in order to receive the second payment of the grant. The Grantee must submit an Interim Grant Report no later than May 31, 2021 in order to receive the third payment of the grant. Interim Grant Reports must be approved by ZSR staff before payment will be disbursed.

**Example 3:** A Grantee awarded a three-year grant that begins January 2019 must submit an Interim Grant Report to the Foundation no later than November 30, 2019 in order to receive the second payment of the grant in January 2020. The Grantee must submit an Interim Grant Report no later than November 30, 2020 to receive the third payment of the grant in January 2021. Interim Grant Reports must be approved by ZSR staff before payment will be disbursed.

**TAB 2 Interim Report**
Today's Date:

Interim Grant Report

In this Interim Grant Report, the Grantee will describe progress made in accomplishing the purposes of the grant and provide a financial accounting of the grant expenditures in accordance with the GAU Form. The GAU Form can be found in the Grantee's online ZSR Account.

Grantees required to submit a Board Diversity Plan to the Foundation at the start of their grant, must also complete (Tab 4) the Board Diversity Report.

To review what they indicated they would achieve during the grant period, Grantees should refer to Question #2, Proposal Narrative of the grant application they submitted to the Foundation. Grantees can find their grant application in their online ZSR Account under Applications, Submitted.

1. Anticipated Outcomes:
Please describe the key outcomes or benchmarks you anticipated achieving by this point in the grant period, and whether these outcomes or benchmarks have been revised during the grant period. If they have been revised, please explain why and how. (up to 500 words)

2. Evidence of Progress:
Please offer evidence of the extent to which your organization has achieved or made progress toward the key outcomes or benchmarks you anticipated achieving by this point in the grant period. By evidence, we mean what is better or different because of your organization’s work toward each result or benchmark. (up to 750 words)

*If you have data you can include, please do so. (*Please use the Attachment Tab for uploading the information to your Interim Grant report.)

3. Constituencies:
Please share how the work being accomplished with this grant is engaging and/or meeting the need(s) of the constituency it is intended to meet and/or engage. Please explain if you are facing barriers to working with or impacting the constituency(ies) you indicated in your grant application. (up to 300 words)

4. Concerns:
Do you have any concerns about your organization's ability to meet the above-listed results by the end of the entire grant period? If so, please explain. (up to 250 words)

5. Other Funding or Resources:
Please list any other funds or in-kind resources, by source and amount, your organization received during the course of this grant so far, for the same purposes of the ZSR grant. If yours is a project grant, please only list funding or in-kind resources contributed toward the project.

FOR GENERAL OPERATING SUPPORT GRANTS ONLY:

6. Organization Revenue and Expenses: Please upload a copy of your organization's actual revenues and expenses for the fiscal year(s) of the grant that have been completed (one page per year). If ZSR funds were used in a more specific way, please state that on a separate page and include it in the upload, as well. (* Please use the Attachment Tab for uploading the information to your Interim Grant report.)

FOR PROJECT SUPPORT GRANTS ONLY:

7. Project Revenue and Expenses: Please upload an updated project budget providing actual revenues and expenses as well as indicating how ZSR funds have been spent to date. (* Please use the Attachment Tab for uploading the information to your Interim Grant report.)

TAB 3 Staff and Board

For each of the boxes below, please enter a whole number between 0 and 99,999. Do not use decimals. Put 0 if not applicable. (A box cannot be left blank.)

8. Executive Level Staff:

Please indicate the demographic information of your organization’s executive level staff (staff with decision-making authority), including the Executive Director/President/CEO and any others with executive management authority.

**Number of staff on Executive-Leadership team (including executive director):**

<table>
<thead>
<tr>
<th>Full Time Executive Leadership Staff</th>
<th>Part Time Executive Leadership Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Executive Leadership Staff</strong></td>
<td>0</td>
</tr>
</tbody>
</table>

**Gender - What is the gender make up of the Executive-Leadership team?**
Males on Executive-Level Staff   Females on Executive-Level Staff

Other on Executive-Level Staff

Total Gender-Executive-Leadership Staff
0

**Race/Ethnicity - What is the race/ethnicity make up of the Executive-Leadership team?**

White/Caucasian Executive Leadership (Non Latinx/Hispanic)

Black/African American Executive Leadership (Non Latinx/Hispanic)

Latinx/Hispanic Executive Leadership

Asian/Asian American Executive Leadership

American Indian/Native American or Alaska Native Executive Leadership

Multi-Racial Executive Leadership

Other Race/Ethnicity Executive Leadership

Total Race/Ethnicity Executive Leadership
0

**9. Updated Board Information:**

**Gender - What is the gender make up of your board?**

Males on Board   Females on Board   Other
Total Board Gender
0

**Race/Ethnicity - What is the race/ethnicity make up of your board?**

White/Caucasian (Non Latinx/Hispanic)    Black/African American (Non Latinx//Hispanic)

Latinx/Hispanic    American Indian/Native American or Alaska Native

Asian/Asian American    Multi-Racial    Other

Total Board Ethnicity
0

**TAB 4 Board Diversity Report**

**THIS SECTION ONLY FOR GRANTEES REQUIRED TO SUBMIT A BOARD DIVERSITY PLAN:**

Grant Resolution

Multi-year Grantees who were required to submit a Board Diversity Plan before they could receive their first payment, must report on progress made toward implementing their Board Diversity Plan. Not all grantees were required to submit a Board Diversity Plan. The Grant Resolution printed above indicates if a Grantee was required to submit a Board Diversity Plan.

- If the Grant Resolution above states that “payment of this grant is contingent on staff’s receiving and approving a diversity plan from the Grantee” or language similar to that, *then you must complete questions 10, 11 and 12.*

- If the Grant Resolution above DOES NOT state that “payment of this grant is contingent on the staff’s receiving and approving a diversity plan from the grantee” or language similar to that, *then you DO NOT need to answer questions 10, 11 and 12.*

If you cannot determine if your organization had to submit a Board Diversity Plan please contact the Foundation at info@zsr.org.

As part of its core values, the Z. Smith Reynolds Foundation is committed to
diversity, inclusion and equity. In particular, as part of the All For NC: ZSR’s Framework for Grantmaking and Learning, the Foundation has expressed a commitment to use a racial equity lens across all of its strategies. ZSR believes that a person’s racial identity should not be a predictor of that person’s life outcomes and that, as a result, organizations and institutions must use a racial equity lens in order to understand and evaluate the complex systems within which North Carolinians live and work. In a sector focused on improving social outcomes across a wide range of issues, ZSR believes that racial equity must be centered as a core goal of social impact across the philanthropic and nonprofit sectors in order to achieve North Carolina’s true potential.

While the work of racial equity is bigger and deeper, the Foundation believes that racial diversity and inclusion are important precursors to promoting racial equity. ZSR views diversity as a collection of both differences and similarities in a group, whether based on characteristics such as race, gender, age, or a range of other identities or experiences. Inclusion means ensuring that traditionally excluded individuals and groups (such as people of color, women, and immigrants) are authentically engaged in participatory processes and activities in a way that shares decision-making power and embraces their voices. It is the desire of the Foundation that all of its grantmaking policies reflect the belief that an organization’s performance is greatly enhanced when people with different backgrounds and perspectives are engaged in an organization’s activities and decision-making processes. Therefore, ZSR seeks to ensure that all of its State-Level Systemic Change grantees have made reasonable efforts to put together governing boards that are reflective of the communities served.

Grantees should review their Board Diversity Plan in their online ZSR account. The below questions are for the Grantee to describe progress made toward the goals and strategies in the Board Diversity Plan.

10. Progress Toward Goals and Strategies Outlined in the Board Diversity Plan:
Please list up to five goals/strategies from your Board Diversity Plan. (up to 700 words)

   a. For each listed goal/strategy, briefly explain the progress made.

   b. For each listed goal/strategy, please describe any challenges your organization faced or modifications made to the initial goals and strategies.

11. Learning:
Please share what your organization has learned during the implementation and evaluation of your Board Diversity Plan. Aspects may include, but are not limited to:
(up to 500 words)

   • Board readiness regarding increasing board diversity
   • Outreach and recruitment process
   • Changes made by the organization regarding structural barriers for participation of diverse board members – e.g., board meeting times, committee requirements, giving requirements, etc.
   • Strategies for increasing awareness among staff and board around diversity, inclusion, and equity
   • Any other component that you think will help ZSR to understand the progress made.
12. **Resources:**
Please share the types of resources that have been helpful in advancing the goals of your Board Diversity Plan—e.g., tools on ZSR’s website or from other organizations, technical assistance, coaching, etc. (up to 250 words)