



The Foundation of Safety for the City of Oakland

Grant Progress Report Guidelines

A brief (2-3 pages) progress report is required for general support and project grants. The progress report must be submitted to the Oakland Police Foundation Grants Program 6-12 months after receipt of the grant, and should describe the overall accomplishments of the organization, as well as discuss the purpose/activity(s) to which the grant was applied and its impact.

The report should include answers to the following questions.

- Is the proposed program being implemented as planned?
 - ◆ What services are being delivered?
 - ◆ Who is the program staff?
 - ◆ Who are the people being served?
 - ◆ How many people are being served?
 - ◆ Where are the services being provided?
- Is the funded program operating efficiently?
 - ◆ How is the performance of the funded program/activity(s) being evaluated?
 - ◆ What is the current level of operation/performance versus proposed/desired level?
 - ◆ What are the costs per client, per service, etc.?
 - ◆ Does available data indicate cost effectiveness?
- Is the funded program improving the problem it sought to address?
 - ◆ How does the overall well being of those being served by the funded program compare with their prior situation? How does it compare to that of those receiving no services or that of those in other types of programs?
- How did service goals and results fair against the proposed/desired goals?
- Where has program fallen short of, or surpassed expectations?
- Are there any unexpected (both positive and negative) program results?
- Overall, what is your evaluation of the program's impact?

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