

**Rappahannock United Way  
FY 2013 Community Care Fund  
End of Year Report**

**CHECKLIST**

**Forms:**

- ☐ Form A – Report Cover Sheet
- ☐ Form B – Program Narrative (1 Form per RUW Funded Program)\*
- ☐ Form C – Logic Model & Results (1 Form per RUW Funded Program)\*
- ☐ Form D – Program Service Data (1 Form per RUW Funded Program)\*

**Please Note:**

***Each Packet of Forms must be submitted as follows:***

- ☐ Each Program Packet should be submitted as email attachment(s) to  
[swalsh@rappahannockunitedway.org](mailto:swalsh@rappahannockunitedway.org)

If Packet includes a **Signed and Scanned** Cover Sheet:

- ☐ One document per agency (PDF attachment) of signed Form A – with the Agency Name as the file name.
- ☐ One document per program (WORD or PDF attachment) including Forms B, C and D in the order listed above – with the Program Name as the file name.

If Packet includes an **Unsigned** Cover Sheet:

- ☐ One document per program (WORD or PDF attachment) including Forms A, B, C and D in the order listed above – with the Program Name as the file name.
- ☐ Must be emailed directly from the Executive Director's email address on file with Rappahannock United Way.

**\* Program Forms must be completed for EACH Program for which RUW Funds were allocated during FY 2013.**

**YOUR REPORT WILL BE CONSIDERED INCOMPLETE IF ALL REQUESTED INFORMATION  
IS NOT PROVIDED BEFORE THE REPORT DEADLINE**

**AN INCOMPLETE REPORT WILL AFFECT FUTURE FUNDING DECISIONS**

**Rappahannock United Way**  
**FY 2013 Community Care Fund**  
**End of Year Report Instructions**

**Application Submission**

This end of year report is intended for all programs for which RUW funds were received for FY 2013.

Forms are due no later than **12:00 noon - July 31, 2013**.

Forms are to be emailed to [swalsh@rappahannockunitedway.org](mailto:swalsh@rappahannockunitedway.org)

**Form A**

**General Information** - the main contact information provided should be for the purposes of the RUW Grant Reporting process – this contact person should be available to answer report related questions, and provide additional documentation if necessary.

**Program Funding Allocated** – list each program for which RUW funding was allocated for FY2013. List each program name, the amount received for FY2013.

**Signature** - The cover page containing the Executive Directors signature should be scanned and emailed **or** if scanned cover sheet is not possible emailed unsigned directly from the Executive Director's email address on file with Rappahannock United Way.

**Forms B, C, & D**

These forms must be completed for ALL programs for which **RUW funds were received** – one separate Form for each program.

Put the program name on each of these forms and save the forms in the correct order.

**Form B**

**Program Narrative** - please share your program successes, achievements, and challenges experienced during the reporting period of FY2013.

Please use this section to provide a clear and concise description of your Program's impact over the last complete year (July 1, 2012 through June 30, 2013) as it aligns with RUW focus areas of Education, Income and Health.

Program narrative should cover the following:

- Define the program's target population.
- Describe how you identify and reach the program's target population.
- Describe the activities and outputs for this program over the last complete year as detailed in the logic model Form C.
- Describe the outcomes for this program over the last complete year as detailed in the logic model Form C. Discuss which outcomes were successful and why.
- Describe the program's system for tracking data.
- Describe how the program's outcomes align with RUW focus areas.

Please keep the Program Narrative to no more than 3 pages.

The program narrative may be used by RUW staff to promote your program throughout the year to RUW donors and supporters.

**Significant Changes** - explain any significant changes that have affected the program budget and / or program service delivery during FY2013. Significant changes may include the loss or gain of a significant source of revenue from a fundraising event or grantor, programing changes or personnel changes etc.

***One Form B should be completed for each program for which RUW funds were received.***

### **Form C**

Page two of Form C must include FY2013 year-end actual data / results.

Ouputs and Outcomes must be **actual** for complete year FY2013.

FY2013 = July 1, 2012 through June 30, 2013.

***One Form C should be completed for each program for which RUW funds were received.***

### **Form D**

**Service Data** - provide as much service data as possible on this form.

Please ensure that all numbers total correctly – the combined numbers for each category should equal the total number served.

**Race / Ethnicity** – This service data is requested by RUW as it is requested by RUW funders and donors. This service data is broken out into separate categories for race and ethnicity so as to match the categories used by the US Federal Government. This assists RUW as it matches local service data against state and national statistics.

If for any reason you do not collect certain demographic information for those you served please provide a detailed explanation about this in the last box on page 2 of Form D.

***One Form D should be completed for each program for which RUW funds were received.***

### **PLEASE NOTE**

The RUW Community Impact team is here to support Member Agencies. Feel free to ask questions or request assistance in completing these forms.

RUW staff will be available until Friday, July 26, 2013 to review drafts of reports.

**Please do not wait until the last minute to start working on your reports.**

Our goal is your success!