

Grant attendance report

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Fill this in from your daily sign-in sheets or attendance records. Report only what your records can back up, and use your funder's definitions where they differ from ours.

Program information

Program name _____

Funder and grant name _____

Grant or award number _____

Reporting period _____

Site name and address _____

Days and hours open _____

Contact name, phone and email _____

Enrollment

Children enrolled at the end of the period _____

New children this period _____

Children who left the program _____

Monthly attendance

Month	Days open	Children enrolled	Total child-days	Average daily attendance	Regular attendees to date

How to count

- Child-days: add up the number of children present on each day the program was open.
- Average daily attendance: total child-days divided by days open.
- Regular attendees: children who have attended at least [the number of days your funder sets] so far this [year].

Who we served

Ages or grades served _____

Children by [the groups your funder asks for, such as age, grade or school] _____

Children from low-income families (and how you know) _____

Children who received scholarships or subsidies _____

Activities

Main activities this period _____

Family events and how many attended _____

Staff and volunteer hours (if your funder asks) _____

Outcomes

Report progress on the goals in your grant, with numbers where you can.

Goal 1 and progress _____

Goal 2 and progress _____

Goal 3 and progress _____

How you measured progress (such as surveys, skills checks or school data) _____

Highlights and challenges

A short story that shows the program's impact (no full names without permission) _____

Challenges and what you're doing about them _____

Changes planned for the next period _____

Certification

This report is accurate and based on our program records.

Printed name and title _____

Signature _____

Date _____