

**NONPROFIT GRANT
SERVICE DELIVERY REPORT REQUIREMENTS**

FY23 Nonprofit Grant – Service Delivery Report

Grantee is required to submit a service delivery report (SDR) that includes outcomes and expenditures of your program to the Wisconsin Department of Veterans Affairs by **July 31, 2023**. Listed below is information that is required to be included in the SDR. We appreciate all you do to support veterans in Wisconsin and look forward to reviewing the outcomes and impact on the community. There will be no extensions this grant period.

Service Delivery Report Requirements

- A cover letter summarizing the Service Delivery Report.
- The grant amount requested, the grant amount received, and a detailed accounting of grant expenditures (e.g. administrative and program cost, marketing, materials, travel).
- Information relating to the effectiveness of the grant program and services funded by the grant using the following guidelines:
 - Description of the service(s) provided
 - Timeline for provision of service(s)
 - Service delivery method
 - Number of veterans served and the service(s) they received. Be specific in the type of service provided and how each service specifically benefited the veterans and their families.
 - The outcome of the service(s) provided to each veteran.
 - What impact/outcomes did your organization have on the underserved veteran populations and underserved geographically areas of the state? This information is to include all demographic data pertaining to veterans and locations served.
- The number of veterans and/or their family members assisted by the grant and overall effectiveness of the program.
 - Outcomes for veterans and/or family members
 - Success stories and lessons learned
 - Method for identifying/choosing veterans and/or family members for the program. Be specific in the methods used and how the organization reached the veterans identified in the grant proposal.

Acknowledgement of SDR Provided

WDVA Employee Reviewer – Print Name

Grantee Print Name

X _____
WDVA Employee Reviewer – Signature

X _____
Grantee Signature