



StartUP Respite Grant Program

Grant Report Information – StartUP Grants

Congratulations on receiving funds from the RCAW StartUP Respite Grant Program. There are two grant reports due; a *six-month update* and a *twelve-month final report*. RCAW will also send a follow-up survey annually asking about the number of respite hours provided in that year.

This packet will provide information to complete the grant reports. The due dates for the grant reports can be found on the grant agreement that you signed prior to receiving the grant funds. Answer all questions listed below. Failure to do so may affect the program's ability to receive future grants from Respite Care Association of WI. Please use each main bullet as the heading of your grant report section.

If you have any questions, please contact Val Madsen at vmadsen@respitcarewi.org.

Six-Month Update – submit to valmadsen@respitcarewi.org

- Title: SIX MONTH REPORT
 - Date
 - Organization Name
 - Contact Name, Contact Email
- Status of the Respite Program (choose one)
 - In the building stage: If the program has not yet provided respite services, provide where you are in the process, timeline of when services will start and your next steps.
 - Are providing services: If the program has started providing services, when did you start, how many clients have you served, how many hours of respite have been provided.
- Accomplishments
 - What did you accomplish during the first six months of the grant period? Has your program design changed? If so, what does it look like now?
- Challenges
 - What challenges have you had in the first six months of the grant period? What actions did you take to address these challenges?
- Funds Used
 - How have these specific funds been used (provide a bulleted list of items with amount)
 - Example (only include items that were paid with the RCAW StartUP Grant)
 - Rent - \$2,000 per month X 4 months = \$8,000
 - Insurance - \$5,000 per year
 - Additional Budget Items

Annual Respite Reporting Survey

Each January, RCAW will send a survey to collect a few numbers about the respite program. The questions will include:

- Number of hours of respite provided in the last calendar year
- Number of individual respite clients served in the last calendar year (ex if Bob attended your program each month you would count him as 1 client, not 12).
- Name and number of hours of other services provided (not respite) in the last calendar year
 - Example: Parent support – 231 hours, Daily Living Skills – 497 hours

Twelve-Month Report – submit to valmadsen@respitcarewi.org

- Title: TWELVE MONTH REPORT
- Date
- Organization Name
- Contact Name, Contact Email
- Program Website or Social Media links
- Program Description
 - Provide a brief overview of your program now (program design, when did you start providing services, what services do you provide in addition to respite (if any), client population (disability/age), number of clients served in the last twelve months, number and positions of staff, etc.).
- Accomplishments
 - What did you accomplish during the twelve months of the grant period?
- Challenges
 - What challenges have you had in the second six months of the grant period? What actions did you take to address these challenges?
- Funding & Sustainability
 - How have these specific funds been used (provide a bulleted list of items with amount). Include funds from the first six months as well. The amount you list should not be more than the amount you were given.
 - Example (only include items that were paid with the RCAW StartUP Grant)
 - Rent - \$2,000 per month X 4 months = \$8,000
 - Insurance - \$5,000 per year
 - Additional Budget Items
 - What other funding sources is the program using to continue to provide services? How are you planning to keep your respite program open going forward?
- Include 2-6 images of your program
 - Provide your program logo
 - Additional images could be pictures of the facility, staff, clients, activities, etc.
 - Make sure you have media releases from any people in all photos shared (clients and staff). Any photos shared with RCAW provides permission for RCAW to share in reports, websites, presentations, marketing, or through other agency activities.