

## Reporting Information – StartUP Grants

Congratulations on receiving funds from the RCAW StartUP Respite Grant Program. **When you were awarded this funding, you were informed that a six-month update and a twelve-month final report would be required.** RCAW will also send an **Annual Respite Reporting Survey** asking about the number of respite hours provided that year.

This document will provide information on how to complete the grant reports. The due dates for the grant reports can be found on the grant agreement you signed before receiving the grant funds. **Answer all questions listed below.** Failure to do so may affect the program's ability to obtain future grants from RCAW.

**Every grantee is required to register with WDFI within six months** of receiving the grant. **If you are already registered,** please email your certificate to [calmhorizonconsulting@gmail.com](mailto:calmhorizonconsulting@gmail.com) & [brycstartup@respitcarewi.org](mailto:brycstartup@respitcarewi.org).

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**Six-Month Update** – Submit to [calmhorizonconsulting@gmail.com](mailto:calmhorizonconsulting@gmail.com) & [brycstartup@respitcarewi.org](mailto:brycstartup@respitcarewi.org)

**Please use each main bullet as a heading in your update and answer each sub-bullet.**

- **Title: Six-Month Update**
  - 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, a timeline of when services will start, and your next steps.
  - **Already providing services:** If the program had started providing services, when did you start, how many clients have you served, and 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 the 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
- **WDFI Certificate:** ([Link](#) to the website.)
  - Please email your certificate to [calmhorizonconsulting@gmail.com](mailto:calmhorizonconsulting@gmail.com) & [brycstartup@respitcarewi.org](mailto:brycstartup@respitcarewi.org)

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## 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
- The number of individual respite clients served in the previous calendar year (e.g., if Bob attended your program each month, you would count him as one 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

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**Twelve-Month Final Report** – Submit to [calmhorizonconsulting@gmail.com](mailto:calmhorizonconsulting@gmail.com) & [brycstartup@respitecarewi.org](mailto:brycstartup@respitecarewi.org)

**Please use each main bullet as a heading in your final report and answer each sub-bullet.**

- **Title: Twelve-Month Final 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 you start providing services, what services 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 the amount)? Include funds from the first six months as well. The amount you list should not exceed 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?
- **Media**
  - Include 2-6 images of your program.
  - Provide your program logo.
  - Additional images could include the facility, staff, clients, activities, etc.
  - Ensure you have media releases from any people in all photos shared (clients and staff). Any images shared with RCAW permit RCAW to share in reports, websites, presentations, marketing, or through other agency activities.