

## Common Reporting Framework

### Overview

The goal of the Common Reporting Framework is to streamline reporting activities and deliverables. It is designed for organizations that share enough funders to make joint reporting efficient and preferable to reporting to each funder individually. This framework was initially designed in the spring of 2017 by a group of nonprofits and foundations in the area of college and career access, persistence, and success (CCAPS). However, the report is not specific to college or career success, and it has since been judiciously expanded to incorporate other education nonprofits and funders. Participating nonprofits and foundations are excited about the benefits that this common framework can offer organizations and support its adoption more broadly across the field.

### Participating nonprofits and foundations:

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Nonprofits	1. Advance Illinois	11. Network for College Success
	2. All Chicago (Student Emergency Fund)	12. NewRoot Learning Institute
	3. Bottom Line	13. OneGoal
	4. Braven	14. One Million Degrees
	5. Chicago Scholars	15. Partnership for College Completion
	6. Communities In Schools of Chicago	16. Posse Foundation
	7. Genesys Works	17. Surge Institute
	8. High Jump	18. Teach For America
	9. iMentor	19. VOCEL
	10. Mikva Challenge	20. Year Up

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Foundations	1. A Better Chicago	11. Lefkofsky Family Foundation
	2. The Brinson Foundation	12. Lewis-Sebring Family Foundation
	3. Circle of Service Foundation	13. McDougal Family Foundation
	4. Cleveland Avenue Foundation for Education	14. Origami Works
	5. Crown Family Philanthropies	15. The Osa Foundation
	6. Finnegan Family Foundation	16. Prosper Road Foundation
	7. Gorter Family Foundation	17. REAM Foundation
	8. IMC Charitable Foundation	18. S5 Foundation
	9. Julian Grace Foundation	19. Siragusa Family Foundation
	10. Mayer & Morris Kaplan Family Foundation	20. Square One Foundation
		21. Vivo Foundation

## Common Report Instructions

**Introduction:** The foundations agree to accept two reports each year in lieu of other reporting requirements (subject to individual instructions in the Submission Guidelines below). Reports will be submitted on the following dates (or subsequent workday if the date falls on a weekend or holiday):

- Report 1: February 15
- Report 2: August 15

The general outline of each report is provided below. While approximate word counts are identified, there are no minimums nor strict word limits. Please provide informative but concise summaries. If more context is required, please submit supplemental information in an appendix.

### Overview:

1. Organization Name
2. Primary Contact Information (including name, phone, email)
3. Reporting Timeframe – i.e., dates reflected in the report

### Operations:

1. Provide current financial information:
  - a. Annual organizational budget with revenue and expenditures (Report 1: Year-to-December 31; Report 2: Year-to-June 30)
  - b. Audited financial statement (as available, if fiscal year end occurred within 60 days of reporting period date, provide unaudited year-end statement)
  - c. Also provide a narrative description of any significant changes ( $\pm 10\%$ ) in organization's budget since the last report. (approximate word count 500)
2. Provide a description about any significant changes related to governance, management, operations, fundraising, or overall organizational health.

### Programming:

1. Attach metrics and outcome data as requested by each foundation. *Submission preferences listed in the submission guidelines chart.*
2. Describe the progress accomplished since the previous report against programmatic goals. (approximate word count 500)
3. If progress was not what was anticipated, please share additional context and explanation. (approximate word count 500)
4. Provide 2-5 highlights from the past reporting period. Share individual stories, successes, and/or other accomplishments that may or may not be directly tied to established goals. (approximate word count 500)
5. Describe any significant changes to the program or workplan. *If there are no significant changes, please write, "No changes."* (approximate word count 500)

### Key Learnings:

1. Describe key learnings or new insights that may have been garnered during the reporting period. Please include any new practices or processes that you think should be shared with other nonprofits in the field. If these learnings have any long-term implications for your program, please elaborate. (approximate word count 500)
2. Describe any unexpected challenges your organization faced, and what will be done differently as a result. (approximate word count 500)
3. Is there anything else that you would like to share? Feel free to include any additional explanations or comments to help us better understand your data. (approximate word count 500)