

THE FORD FOUNDATION

Grant Reporting Instructions

The Ford Foundation requires narrative and financial reports from all grantees based on a schedule specified in the Grant Notification Letter. The Foundation recommends that the narrative portion of the report be **between 2-8 pages** long. The Foundation prefers to receive reports by e-mail, whenever possible. If you do not have access to e-mail, you may submit the reports in hard copy. Please note that if you submit reports by e-mail, you should not also submit a hard copy.

Grantee Name: For My People Productions, Inc. Grant Number: 1055-1330-0

Reporting Period: 1/31/08 to 12/31/08

Narrative Report

Reflections

Please reflect on lessons learned, events that have been significant to your work, changes that you believe may result within the next year or so as a result of the work conducted under the grant, ways in which you believe that the work performed will help the organization achieve its long-term goals, and/or challenges or surprises you have encountered during the most recent reporting period.

SEE ATTACHED NARRATIVE REPORT

Activities/Issues Addressed

For project support grants, please comment on the work done in regard to the proposed activities in the grant proposal. For general support grants, please comment on developments on the issues addressed in the grant proposal.

Activities/Issues Addressed Identified in Proposal (to be filled out by Foundation staff)

Activities/Issues Addressed

Indicators of Success

Please compare the original proposed indicators of success with the results achieved to date. Comment on any variances you feel require explanation.

Indicators of Success Identified in Proposal (to be filled out by Foundation staff)

Actual Results to Date

Archival materials – papers and videotape
Videotape edited and burned to DVD.
Videotape transcribed and edited for publication.
Secured commitment for publishing of convening papers from the *International Journal of Africana Studies*. Publication scheduled for Summer/Winter 2009.

Goals

Please help us understand what you achieved with this grant in relationship to the larger goals you hoped to achieve.

Expected Goals to be Achieved (to be filled out by Foundation staff)

Goals Achieved to Date

Organizational/Environmental Changes (as requested by program officer)

Please describe any significant organizational or environmental changes that have had an impact on your work during the most recent reporting period. Include a description of how you have responded to those changes and how your plans may change as a result.

Issues (as requested by program officer)

Please review any significant organizational or management issues you have experienced during the most recent reporting period (such as significant changes in your staff or board composition or other factors that could hinder the organization's ability to gather and interpret financial or program-related data). Please also highlight any outstanding needs for organizational strengthening.

Diversity

Please describe any changes in the forms of diversity (e.g., gender, racial, cultural, religious, immigrant/refugee background, linguistic, etc.) to the Board or staff composition over the reporting period. If your organization has had any recent diversity challenges, please comment on these as well.

Financial Report

Please use the accompanying Grant Financial Report worksheet to report expenditures of grant funds in each of the budget categories.

Certification

Please check the box next to the following certification if it is accurate. If you are unable to check the box, please contact your Grants Administrator before submitting this report.

- By submission of this report we hereby certify that the individual submitting this report is authorized to submit it on behalf of the organization and that we are in compliance with the requirements of the grant letter and that any funds expended have been expended in accordance with the purposes of the grant.

For My People Productions, Inc.
Narrative Report Grant # 1055-1330-0

Narrative Report

This convening was a not only educational in the sense of understanding better ways to sustain Black Studies but was also educational in the area of grantsmanship—the grant approval process and budgetary items required for similar projects. Although the convening was a wonderful tool to explore and discuss the longevity of Black Studies and ways to sustain it in the 21st century, the funding provided was inadequate for carrying out the proposed goals.

The following areas were of concern to me: 1) Support Staff, 2) Insufficient funding: 2a) No overhead included in budget; 2b) Additional personnel and space required for project completion.

In organizing a convening for the Ford Foundation the major lesson learned from this project is budget related. The budget allocated was not sufficient for the benchmarks of the project. The grant also did not allow for adequate compensation for the efforts expended by the coordinator in organizing, implementing and executing the convening and its proposed goals. The Benchmarks for this project included but were not limited to the following: 1 ½ day convening of diverse group of Black Studies scholars, keeping record of convening through videotaping, publishing convening papers and making videotape available to general public.

To coordinate 27 scholars commitments, staying on task to receive paper submissions by the agreed deadline, making travel arrangements, reading/editing bios and photo submissions, and hiring local video personnel and sound crew required more staff than, one person, a Project Director. The use of an external travel agent/coordinator made for unnecessary double-duties and great confusion for the participants. The day and ½ convening to be held at Ford was to begin on a Friday and end on Saturday. The Ford Foundation was aware of these dates. With less than a week before the event, FMPP learned the Ford office was not open on Saturdays. Without sufficient staff finding a suitable facility for the second day was an administrative nightmare and unexpected expense.

The greatest lesson to be learned from this project is that proposal submitted for future grants should include request for a minimum bare-bones staff and greater coordination between the funding source and the grantee. This would remove limitations of producing great work.

Activities Addressed

Although, For My People Productions, Inc. was presented with unforeseen expenses and circumstances the convening was very successful. A total of 37 noted scholars in the field of Africana Studies whom participated in the event. We were able to secure a videographer and sound crew and have the convening taped for archival purposes as well. Through common interest and dialogue in and outside of the convening spawned, among the diverse group of Black Scholars and paradigms, further development and collaboration on other projects. Ms. Bernstein, of the Ford Foundation, recognized the presentation of the project, coordination of the crew and programs as being very professional and noted that FMPP is "setting the bar high" for future convening.

Indicators of Success

The success of the convening can be measured through the accomplishments of the Archival materials; which are the papers and the videotape. The video edited and burned to DVD. Also completed video transcription and editing for current and future publications. Because of due diligence we have been able to secure a commitment from the *International Journal of Africana Studies* to publish our work (convening papers) in the Summer/Winter 2009 edition.

Goals

Goals indicated in the success and activities segments of the report. An additional goal is the establishment of a website that contains links for the videos and transcripts of the convening. These are excellent resources for researchers, teachers, and students of Black Studies. The website is scheduled to be launched when the special issue of the International Journal of Africana Studies is distributed.

Organizational/Environmental Changes

FMPP's director for the project relocated to Nova Scotia for 15 months (May 2007 to August 2008). Due to years of ongoing research and finally bringing that research to a close this brought about a slow down period for project activities. Once again reiterating the fact that the project needed more funds allocated to compensate the hiring of additional personnel to assist the one (1) project manager for this project.

Grant Financial Report

This is a protected worksheet. Complete only those sections that are shaded. See additional instructions below, indicated by corresponding number.

Organization: [1] For My People Productions, Inc
Grant Number: [5] 1055-1330-0 **Total received to date (US \$): [7]** 50,000
Grant Term: [2] 12 Months **Total Received to Date (local currency): [8]** 50,000
Grant Start / End Dates: [3] 10/15/05 to 10/31/07 **Report Period: [6]** 1/31/08 to 12/31/08 **Exchange rate (weighted average):** 1
Local currency per US Dollar
Approved Grant Amount: [4] \$ 50,000 (in US\$)

Budget Category [9]	<A> Approved Ford Fdn Budget [10]	 Amount Spent in Previous Periods [11]	<C> Amount Spent in Current Period [12]	<D> = B + C Total Spent to Date	<E> = A - D Unexpended Balance	<F> Please explain significant budget variances where indicated [13]
Category 1 Salaries	\$ 20,000	\$ 20,000	\$ 5,000	\$ 25,000	(\$ 5,000) †	Please see Attachment 1
Category 2 Consultants	\$ 12,800	\$ 13,214	\$ 0	\$ 13,214	(\$ 414)	
Category 3 Travel	\$ 15,050	\$ 5,092	\$ 1,550	\$ 6,642	\$ 8,408	
Category 4 Supplies & Misc.	\$ 930	\$ 1,413	\$ 814	\$ 2,227	(\$ 1,297)	
Category 5 Overhead	\$ 1,220	\$ 1,220	\$ 0	\$ 1,220		
Category 6 2nd Convening Facility	\$ 0	\$ 1,697	\$ 0	\$ 1,697	(\$ 1,697)	
Category 7						
Category 8						
Totals	\$ 50,000	\$ 42,636	\$ 7,364	\$ 50,000	0.00	

The line-by-line budget should match those specified in your proposal.

A red "*" indicates that you must include an explanation of the budget variance. This variance will require Foundation approval.

A yellow "†" indicates that you must include an explanation of the budget variance.

By submission of this report you hereby certify that the individual submitting this report is authorized to submit it on behalf of your organization, that the organization is in compliance with the requirements of the grant letter, and that any funds expended have been expended in accordance with the purposes of the grant.

Name and Title: [14]

Marilyn M. Thomas-Houston, Project Director

Grant Financial Report

E-mail Address: [15]

thomas-houston@fmpp-inc.org

Phone Number: [16]

803-462-5262

Instructions

1. Enter the organization's legal name.
2. Enter the duration of the grant in the Grant Term field.
 - 2.A. Enter the number of periods in cell C6.
 - 2.B. Select the type of periods (months or years) in cell E6. When you click on the cell, a dropdown box will appear. Use this tool to make your selection.
3. Enter the approved start date of the grant. The end date will be calculated automatically. Check to make sure it is correct.
4. Enter the approved grant amount.
5. Enter your grant number as it appears on your Grant Notification Letter.
6. Enter the current reporting period from and to dates.
7. Enter the total amount of Ford Foundation funds received through the end of the reporting period. Specify amount in US\$.
8. If you track funds in currency other than US\$, enter the total amount of Ford Foundation funds received through the end of the reporting period specified in the currency. The weighted average exchange rate will be computed automatically. Check it for reasonableness. If you manage funds in US\$, leave this field blank.
9. Enter Budget Categories as they appear on your proposed grant budget.
10. Enter the approved Ford Foundation budget for each budget category. All figures should be reported in US\$.
11. Enter the sum of amounts spent in each budget category for all previous reporting periods. All figures should be reported in US\$.
12. Enter the amount spent in each budget category for this reporting period. All figures should be reported in US\$.

The total spent to date and unexpended balances will be computed automatically.
13. If the expended amount in a budget category significantly exceeds its budget, an explanation is required. Lines requiring explanations will be indicated by a yellow "‡" or a red "***".

A yellow "‡" indicates that the budget category was exceeded by the greater of 20% of the category's budget or \$5,000.
A red "***" indicates that the budget category was exceeded by the greater of 20% of the total grant budget or \$50,000. This will require Foundation approval. Your narrative report must include a request for a formal modification along with the justification.
14. Enter the name and title of the individual who certified the information contained in the report.
15. Enter the E-mail Address for that person.
16. Enter the Phone Number for that person.

ATTACHMENT 1

Grant: 1055-1330-00
Grant Term: 12 Months
Start/End Dates: 1/31/2008 – 12/31/2008
Amount Approved: \$50,000
Re: Explanation of Budget Variance
Organization: For My People Productions, Inc.

Category 1: Salaries

Due to the length of the project, we required the use of additional transcribing personnel. Utilizing additional personnel required a shift of funds for the \$5,000 increase in original “Salaries” category approved by the Ford Foundation. This transfer amount was approved by Irma McClaurin.

Category 2: Consultants

Due to the additional hiring of transcribing personnel for the project, this necessitated the hiring of additional staff for Proofreading

Category 4: Supplies and Misc.

Programs and Copying were unexpected expenses that increased this category.

Category 6: 2nd Convening Facility

2nd Facility was not a line item in the original budget. Approval for expense obtained from Irma McClaurin.

Benchmarks:

Convening at Ford Foundation
Videotaping of Sessions for Convening
Editing of Videotaping
Transcription of Videotaping
Submission of Special Issue of *International Journal of Africana Studies*.

Additional Funding will be needed for the following:

DVD burning
Website design
Hosting of website to be launched in Fall of 2009
Editing of footage to be included in video “African American Studies in Context”