



Ohio Children's Trust Fund SFY 2011 Annual Program Report

Instructions for Completion

- Please note that the report is due to the OCTF no later than **August 15, 2011**.
- We *strongly* encourage you to submit your applications electronically. Completed applications should be emailed to: COUNTY_OCTF_APPLICATIONS@jfs.ohio.gov
- Annual Reports may be submitted via U.S. Mail. The Annual Program Report must be received by the OCTF before 5:00 PM on August 15, 2011. Reports can be sent to the following address:
Ohio Children's Trust Fund
30 E. Broad Street, 32nd Floor
Columbus, Ohio 43215-3414

The Annual Program Report

The annual program report should provide information to support the selection of the proposed programs and/or services. Please follow the outline provided below, answering each question as completely as possible.

1. **Summary of Program:** Please provide a brief summary of your current program(s).
 - a. What has your project done during the reporting period to reach the original goals and objectives?
 - b. Have barriers or problems occurred? Please be specific and discuss how they have been managed, including any changes in the program. (Be sure to note any changes or deviations from your original application and explain fully why the deviations occur).
 - c. Please discuss any changes in the organization's administration, program management or program staff, and the impact on the project.
2. **Program Description, Goals, Activities, and Timeline**
 - a. Describe specifically what activities have taken place to date for each program.
 - b. Did the program meet its identified goal(s) and outcomes?
 - c. What goals have been met to date?
2. **Program Participation:**
 - a. Provide the total number of parents and children served (recorded separately) for each program.
 - b. Has the program actively sought and recruited parent participants to be involved in program development and the planning of activities? What was/is their role in designing, operating and/or evaluating the program(s)? Provide examples.

- c. How do you determine unmet needs for the program? Do you have waiting lists for your services?

5. Evaluation:

- a. Provide evaluation data on the effectiveness of programs.
- b. Were additional tools used for program evaluation? If so, what and how were they used and what did you find?
- c. How are you using the program evaluation data collected?

6. Additional Information: We welcome any additional experiences, suggestions or ideas you would like to share.