**Resource Sheet: Report Writing Case Scenario**

“On the Ground” is a small, grassroots organization that serves a few local neighbourhoods in which a number of people who speak Language A and Language B reside. On the Ground was very excited to be awarded a grant of $20,000 to develop and deliver a series of awareness-raising workshops on mental health. They were funded to do a small needs assessment, develop the workshop material, translate it from English into the two languages and deliver six, 3-part series to up to 90 participants.

The deadline for applying for new money from this funder is tomorrow. The organization has prepared a request for funding for a new project that is ready to be submitted. While the funder has offered no guidelines for what should be included in a final report, they are expecting something before they’ll agree to fund the organization a second time.

The Executive Director is extremely busy and just sat down to review the activities for the mental health project and the data that has been collected. They have about two hours to write a two-page report that is due tomorrow, along with the new request. The Executive Director reads Language A and Language B.

Here is what happened over the course of the project:

* The needs assessment was completed and a draft report was submitted.
* The workshop material was developed in English and translated into the two languages, as was the feedback form.
* Two facilitators were engaged on contract. One speaks Language A and one speaks Language B.
* Two series were delivered in Language A (delivered some months ago) and four in Language B (delivered more recently). The facilitators are both away on holiday.
* A feedback form was handed out to participants at the end of the third session. These forms were collected by the facilitators and given to the organization. Each form had six questions: three multiple choice questions and three questions that asked for written comments.

Here is a list of the data the Executive Director has on hand:

* a stack of 75 completed, or partially completed, feedback forms
* attendance records for four of the six sessions
* handwritten notes from the facilitator who speaks Language B, with their reflections on what went well and what could have been improved

**Questions**

If you were the Executive Director, where would you start?

If you could turn back the clock, what would you have done differently?