

# #RISINGYOUTH

*community service grants*



# #JEUNESACTION

*subvention de service communautaire*

## #RisingYouth

## Guide to an Excellent Impact Report



# What Makes an Impact Report Excellent?

We consider your Impact Report to be **Excellent** when it:

- Contains all receipts and invoices
- Demonstrates that the grantee reflected on their experience when answering the reflection questions and contains complete responses to all of the questions
- Has photos and/or videos from the project

# Overview

1. [Receipts/Invoices](#)
2. [Reflection: Answering the questions](#)
3. [Adding Photos and/or Videos](#)
4. [Equipment Donation](#)
5. [Returning Leftover Funds](#)



# 1. Submitting Receipts

- Please make sure that your receipts are clear and easy to read
- If there are many items on the receipt, you can highlight the total with a highlighter or marker
- If you need an invoice/receipt for honorarium please use the following [template](#)
- Feel free to use a scanner app like Adobe Scan:
  - [Apple](#)
  - [Google Play](#)
- OR take photos of your receipts with your phone camera



24620080 SALE                      2246 2462 005

Product description	SKU	Price	Refund Value
2 89 TISSUE	246018	2.89	2.89 F
6 99 GIFT BAG	102765	6.99	6.99 F
CUDDLEKIN GIRAFFE	473240	19.99	19.99 F
RED ROOF COZY COIL	088369	49.99	49.99 F
SUBTOTAL			79.86
15% HST			11.98
<b>TOTAL</b>			<b>91.84</b>
CARD NUMBER		*****	
DEBIT		91.84	
TOTAL COUNT OF ITEMS: 4			
YOUR CASHIER WAS: RAYA			

## 2. Reflection is KEY!

Reflect on the following questions:

- Did my project positively impact my community?
- What were some special moments that happened during my project?
- If I were to do this project again, what would I do differently?



# 3. Include photos and videos from your project!

- You can also provide us with a link to your project's social media page (if applicable).
- Please Note: If you or your participants are not comfortable having their photo taken or if photos should not be taken for privacy reasons, please feel free to take photos of items/project preparations instead!



## 4. Equipment Donation

If you purchased any equipment with the grant funds, remember to include:

- The name of the registered charity, nonprofit organization or school to which the equipment will be donated as well as a contact person from the organization.





## 5. Returning Leftover Funds

To send back leftover funds, please follow the instructions:

1. Send the funds as an Interac E-transfer to [funding@takingitglobal.org](mailto:funding@takingitglobal.org)
2. Set the password as: risingyouth
3. Put your full name in the memo line



# Complete your Impact Report



#RISINGYOUTH



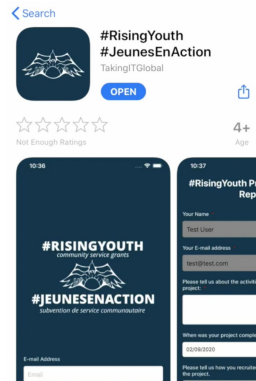
#JEUNESENACTION

## #RisingYouth Impact Report

Thanks so much for completing your project through #RisingYouth! We are excited to understand the impact the project had on your community. We hope it was a rewarding and positive experience for you.

Please complete the questions below to tell us about the results you have achieved and lessons learned.

OR



Use the [Report Web Link](#)

Download the [mobile app](#)

If you have questions or would like support with your Impact Report, please reach out to your Grantee Support Coordinator or email [funding@takingitglobal.org](mailto:funding@takingitglobal.org)

**THANK YOU!**