



JOHN R. OISHEI FOUNDATION

Final Report Guidance for Basic Human Needs Grants

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TIMELINE AND CONTACTS

The **Basic Human Needs 2022 final reports are due by April 30, 2023** in our [online grant portal](#).

If you need assistance connecting to or navigating our online grant portal, please contact Natalie Cook, Grants Associate, at ncook@oishei.org or (716) 803-0860.

The final report consists of:

- 1) Confirmation of general questions (organization name, contact name and information, etc.)
- 2) Completion of a simple Expenditure Report Template to report how you spent the grant funds. **Please do not submit any additional materials such as receipts, bank statements, invoices, or audits.** Just the completed Expenditure Report. You can find the [template here](#).
- 3) The short, written narrative (paragraph or so) and/or the optional video submission option.

If you have not fully spent the grant funds by April 30, 2023, do NOT submit the final report. Reach out to Larry Cook, Senior Vice President of Programs, at lcook@oishei.org or (716) 359-4832 and request an extension instead.

VIDEO REPORTING GUIDELINES AND RECOMMENDATIONS

The John R. Oishei Foundation is pleased to offer the opportunity to use video if you choose as a mechanism to report on grants received from the Foundation and the impact the funding has had on your operations and on those you serve. It is our hope that providing video as an option provides more opportunity for you to tell your story in new, visual and creative ways.

Using input from grantees who participated in a trial run of video reporting, we have developed the following set of guidelines to help you plan and create your video report:

Guidelines:

- We are most interested in the story and impacts you would like to share, and are less concerned about your video shooting or editing skills! We do not expect or require highly produced videos and in fact, expect that your video should be easy enough to produce using no more than a cellphone with video and editing capabilities.
- You are free to use any video shooting, editing, and storage platforms that you choose. There are many to choose from – you can search online based on your experience level for free platforms that work best for your skill level.

- Videos should run approximately 3 minutes or less, with 5 minutes being the maximum allowed time.
- To allow you the freedom to tell your story with the most impact, we do not require any particular format or approach and we encourage you to use your imagination, talents, and available resources to develop your story. Some approaches that can be considered include:
 - Staff and board interviews to describe programs, services, or impacts
 - Narration or text over footage of your organization in action
 - Testimonials from those served. If you pursue testimonials, please ensure that your subject is comfortable sharing his/her story and does not feel pressured in any way. We recommend you obtain written permission that includes agreed upon parameters for use of their name/likeness/story/comments, an agreed upon time period that the video can be used publicly, and specific details on where and how it will be used. The John R. Oishei Foundation will abide by any parameters/permissions associated with the video interview/story.
 - A combination of any of the above!
- Consider creating a video that can be used for other purposes as well. We do NOT require or encourage our logo or commentary about the Foundation to be included in your video, giving you freedom to create a video suitable for other stakeholders if desired.

TIPS FOR CREATING QUALITY VIDEOS

We recognize that there are varying levels of experience and skill in video creation. Below are some tips for beginners that may be helpful:

Create your storyline:

- Determine the story you want to tell and outline your narrative
- Consider who can tell the story or the visuals that can convey it
- Line up interviews and develop questions/talking points to ensure key points are included
- Determine your backdrop(s) and prepare the space
- Ask for permission to be included in the video from any participants – most importantly those who you serve.

Choose your equipment/editing platform:

We do not expect that these videos to be created with any more than a cellphone and our intent is NOT to have you spend any funds as there are many free services available.

Use the service that you are most comfortable/familiar with or experiment with something new – there are many online options, reviews, and recommendations for you to explore.

Some possible choices for video editing services that are free, popular, and easy to use are:

- [Apple iMovie](#) is free, can be used on iPad, iPhone or Mac products and allows you to use existing photo or videos or create new content and then edit, add effects, add and edit audio, as well as other features and effects.
- [Adobe Express](#) allows you to create and edit videos for free and publish videos to share for any digital destination.

Create your setting/backdrop:

- Choose the best setting – for interviews, find a balance between a blank wall and a backdrop that is too busy. Consider using a location that showcases your organization’s work and your organization “in action.”
- Pick a well-lit spot. Avoid shooting directly towards light or in front of a window.
- Remove items that might be distracting or inappropriate from the backdrop.
- Choose a spot with minimal background noise.
- Don’t wear bold patterns as they can be distracting.
- Including your organizations name or logo in the shot (on clothing, signage, or other items) can reinforce your brand.

Prepare your tech:

- Clean smudges or debris from your camera lens with a soft cloth.
- Use the back lens, not the selfie lens of your camera.
- Shoot in horizontal orientation (landscape) not vertical (portrait) to avoid the black boxes on the side of your video.
- Use a tripod if possible or have someone else hold the camera level for you (rather than holding it yourself).
- Keep the camera within 3 feet of the subject for the best sound.

Prepare those on camera:

- Know what you want to say and record – take some time to plan and write out what you want to say before you begin recording.
- Smile!
- Look into the camera lens – not the person holding the phone.
- Wait a second or two before you begin speaking and at the end of your presentation for easier editing later.
- Don’t use jargon or acronyms that others won’t understand.

- Practice before shooting so you are comfortable with what you want to say. Time your practice run so you know if you should shorten or have time to add more detail.

TIPS FOR SHARING YOUR VIDEO

- The combined maximum file upload size for the final report in the grant portal is 1GB (1024MB). This includes all uploads and the video size.
- If you would like to share a video but would like to avoid limiting your overall upload capacity or worrying about file size, you can **provide us with a link to your video rather than uploading a video file. We recommend providing a link for the easiest method of connecting us to your video.**
- One of two methods for sharing a link may work best for you:
 - 1) You can provide the link to your video in the “A) Success Stories” narrative box on the report form, or
 - 2) Include the link in a Word Document and upload it under the “B) Success Stories” upload question. (Helpful if you want to include more of a description or additional detail, too)
- Your link can connect us to your video in your Google Drive, DropBox, YouTube Channel or other shareable platform of your choice. **Be sure to check that your permissions are public to allow us to view the video.** Housing your video on the platform of your choice also makes it easy to share with other audiences (such as volunteers, staff, or other funders).
- If you would prefer to directly upload your video to our grant portal instead (not recommended), the allowable file types for the “B) Success Stories” upload question are: MP4, pdf, doc, docx, xls, xlsx, mov, wmv, avchd, flv, mkv, webm, f4v, swf, html5

If you have any questions in the video upload process, please contact Grants Associate Natalie Cook at ncook@oishei.org or (716) 803-0860.

EXPENDITURE TEMPLATE

- In addition to the Success Story narrative or video, the final report requires an Expenditure Report.
- The Oishei Foundation has created a simple expenditure report template (available at <https://oishei.org/expenditurereport>) for providing information on how you spent your grant funds.
- We prefer that you do not send any supporting documentation (invoices, quotes, receipts, etc.), just the completed expenditure report template.

FAQ'S

- What if my file is too large?
 - Upload your video to a familiar platform such as Google Drive, DropBox, SharePoint, YouTube, etc. and send us a hyperlink to that location instead of directly uploading the video file. This way you do not have to worry about the size of your video file, the file type, or the overall quality being degraded. You can also share that video with other audiences using this method!
- What if we're working on our video but won't make the due date?
 - Let us know. Contact Larry Cook at lcook@oishei.org or (716) 359-4832.
- What if I want to send receipts and invoices with my expenditure report, too?
 - We prefer that you do not send any supporting documentation (invoices, quotes, receipts, etc.) We trust your expenditure template entries.
- What if we haven't spent all our funds yet?
 - Let us know that you haven't spent it yet and we can discuss an extension. Do not submit a report until your funds have been fully expended. Contact Larry Cook at lcook@oishei.org or (716) 359-4832.
- Can I mail my report instead?
 - All reporting must be submitted through the online grant management portal at www.oishei.org. If you have any issues accessing the portal, contact Natalie Cook, Grants Associate at ncook@oishei.org or 716-803-0860 for assistance.
- What are you going to do with my video?
 - Your Program Officer and other Oishei Foundation staff and board members review your videos on an ongoing basis. These videos act as reporting to ensure grant funds were utilized and impactful, but also connect us more deeply to your organization and work. If we ever wish to share beyond the Oishei Foundation staff and board, we will contact your organization before doing so.

RESOURCES

1. BHN Quick Resource Guide – additional guidance for using our grant portal including setting up an applicant account, finding your report requirements, and confirming report submissions. <https://oishei.org/grants/BHNQRG>
2. Report Guidance for BHN Grants (this document) <https://oishei.org/grants/BHNReportGuidance>
3. Sample "Success Story Reporting Form" <https://oishei.org/grants/current-grantees/>
4. Expenditure Report Template: <https://oishei.org/expenditurereport>