

Common Impact Data Standard implementation checklist and reporting timeline for SPOs in the SFF

This document will help social purpose organizations (SPOs) effectively prepare for year-end 2025 reporting for the Social Finance Fund (SFF), including implementation of the Common Impact Data Standard. Here, you will find clear timelines and a consolidated list of the essential resources and support available to you.



Step 1
Get oriented

Complete the [wayfinder questions](#) to help identify the stage you are at in your impact measurement journey and connect you with support to meet SFF reporting needs.

This questionnaire will give you:

- A clear understanding of which path of support is right for your organization
- Tailored recommendations for cohort programs, coaching, and tools available that fit your needs

Dec 31, 2025

Emerging Organizations

- Have minimal, or no, existing impact measurement, tools, or systems
- Collect some data, stored in ad hoc ways (across multiple spreadsheets or sources)
- Open to change and interested in a more robust “impact measurement practice”

Established Organizations

- Have an impact measurement framework aligned with their strategy
- Routinely collect data and store it in a central digital system
- Looking to report in a way that fits with their existing practices and processes



Step 2
Review resources

Familiarize yourself with the SFF SPO reporting template. Watch out for [Common Approach resources](#) on our website.

You will gain an understanding of how this template is set up, so you can prepare to input your own data.

Optional: Register for a LIFT cohort by January 19. This program will strengthen your impact measurement and management practices, making reporting easier for this year and moving forward.

Step 2
Design & adjust

Book a meeting with Common Approach for a detailed data and workflow gap analysis.

You will receive a clear adoption plan with cost estimates, a timeline, support from Common Approach and/or partners, and a chosen tech partner if necessary.

Jan 31, 2026



Step 3
Get set up

Enter your data into the SFF reporting template.

You will have your impact data in a Data Standard aligned format, ready to generate the file needed to report to your SFI(s).

Optional: If you choose to participate in a LIFT cohort, you will receive a free training session on how to use the SFF SPO reporting template and the Data Converter.

Step 3
Align

Carry out database or software alignment (transformation, coding, and conversion) with work delivered by the selected software provider/tech partner.

You will have an aligned and configured data system, ready for reporting for this year and future years of the SFF.

Feb 28, 2026



Step 4
Prepare

Use the Data Converter to prepare your impact data capsule. Common Approach will be in touch to offer quality assurance review resources ahead of your submission.

Common Approach will help you ensure your data capsule is complete and accurate before the final submission to your SFI(s).

Optional: For extra support in preparing your reporting template for export as an impact data capsule, you can join a 30-minute office hours session with Common Approach

Step 4
Test

Conduct a sample data export to test impact data capsule conversion, and prepare your impact data capsule for a quality assurance review with Common Approach.

Confirm you are ready to receive SPO data into a tested and operational data flow, for all future SFF reporting.

Mar 22, 2026



Step 5
Data collection

Submit your impact data capsule to your SFI(s).

Congratulations! Your reporting is complete for year-end 2025, and you’re set up for future reporting as well!

Mar 31, 2026



Start checking off the steps soon to ensure we meet the March 2026 reporting deadline—remember, Common Approach is here to support you every step of the way!