



**P. O. Box 193809
San Francisco, CA 94119-3809**

GRANT REPORT REQUIREMENTS

A report must be sent by the date specified on the Grant Agreement to the Foundation or the Fund, depending on which provided the grant. The Grant Report should cover the following areas of content:

PROJECT

- Brief summary of the project and its goals;
- Discussion of the key activities and strategies implemented and project deliverables accomplished against the project timeline, including an assessment of partner contributions;
- Analysis of actual outcomes and impacts as compared to intended outcomes and impacts;
- Summary of project evaluation results, including evaluation instruments and metrics (attach external evaluation report, if applicable);
- Explanation of major risks/challenges and strategies undertaken to mitigate them;
- Summary of major lessons learned from the project and future potential impacts of the project beyond those previously discussed.

BUDGET

- A detailed table showing original budget figures, actual revenues and expenses, and variances
- Explanation of any variance from original budget or changes to the forecast
- List of additional funding that was secured

CONCLUSION

- FOR PROGRAM GRANTS:** Summary and plans for sustainability
- FOR CAPITAL GRANTS:** Summary and any future capital plans