

# horizons foundation

## Grant Report Guidelines

Please submit your grant report to Horizons Foundation at the completion of the project or no later than the end of the grant period, whichever comes first. The following are guidelines which outline the information required; please keep the total report within four pages.

Please remember to include on the first page: (a) the **name** of your organization, (b) the **grant number**, (c) the **grant period**, (d) the amount you received

1. **EVALUATION:** How did the year go for your organization? How, specifically, was the year evaluated? Were there any new activities, staff or practices instituted at your organization during the year?
2. **OUTCOMES:**
  - (a) Who was served by your program? Provide quantitative results where appropriate.
  - (b) Describe any challenges or obstacles which affected your project's/organization's outcomes; and any modifications you made in your program during the year.
3. **STORY:**

Please tell us a story that you feel gives an interesting picture of the work that you do, some success you've had, or something you've learned. We're interested in individual and personal stories that provide something more than data can.
4. **BUDGET:** Using the budget you submitted please indicated if there were any significant changes in your organization.

THANKS!

Please send your report and any attachments to:

Jewelle Gomez  
Horizons Foundation  
870 Market Street, Suite 728  
San Francisco, CA 94102

If you misplace this document before it is time to submit your final report it will be available on the Horizons Foundation website: [www.horizonsfoundation.org](http://www.horizonsfoundation.org).