

# horizons foundation

## Community Issues 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 guidelines outline the information required; please keep the total report within four pages.

On the first page, please be sure to include:

- (a) The **name** of your organization
- (b) The **grant number**
- (c) The **grant period**
- (d) The **issue area** in which you applied
- (e) Whether this grant was for **project or general operating** support

Photographs (high-resolution digital, where possible) of activities, events, program participants, etc. are much appreciated!

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### Report Narrative

1. **EVALUATION:** How did the project go? What worked and what did not? If the grant was for general operating support, how did the year go for your organization? How, specifically, did you evaluate the project or year (for general operating support)? What were the benchmarks or measurements you used? Who participated in the evaluation process? Were there any new activities, staff, or practices instituted at your organization during the year?
2. **OUTCOMES:**
  - (a) What (if anything) has changed as a result of the program? Provide quantitative results where appropriate. Address the following in your response: What changed? For whom? What was the level or nature of change? How do you know of this change?
  - (b) Describe any challenges or obstacles that affected your project's/organization's outcomes and any modifications you made in your program.
3. **BUDGET:**
  - (a) If this was a **project grant** (not general operating support), use your Project Budget Worksheet from your application as a guide and indicate your income and expenses for the project. Include specific information on how Horizons funds were expended. Indicate the source and amounts of other grants and any other funding sources allocated to the project. Address any differences between this final accounting and the original project budget submitted with your Horizons grant application.
  - (b) If this was a **general operating support grant**, please describe any significant changes in your budget in the past fiscal year: any new sources of revenue, staff changes, capital improvements, or other activities that would have a definitive effect on your annual budget.
4. **TWO-YEAR GRANTS:** If you were the recipient of a two-year grant, please provide specific information on how this award assisted you in programming, fundraising, and administrative sustainability.

## Attachments

- A. Budget (see item 3, above)
- B. Samples of any printed materials (photocopies are acceptable) made possible by this Horizons Foundation grant. Please let us know if you're sending digital material.
- C. Samples of the tools and methods (surveys, description of data, etc.) you are using to monitor your program's intermediate and/or long-term outcomes.

**Please send your report and attachment(s) to:**

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

These guidelines are also available for download at [www.horizonsfoundation.org](http://www.horizonsfoundation.org).

Thank you!