

horizons foundation

Community Issues Grant Report Guidelines

Please submit your grant report to Horizons Foundation by June 1 to be eligible to reapply (where necessary). 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 **priority** under 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!

Report Narrative

1. **EVALUATION:** How did the project (for project support) or the year (for general operating support) go for your organization? What worked and what did not? How, specifically, did you evaluate the project or year? 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 grant period?
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 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. What was a high point in the grant period for your organization?
4. **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**, use your Organization Budget Worksheet from your application as a guide and note any significant changes in your budget in the past fiscal year:

any new sources of revenue, losses, staff changes, capital improvements, or other activities that would have a definitive effect on your annual budget. **For organizations with budgets over \$1 million, please indicate the expenses specific to your fundraising capacity building project.**

5. **TWO-YEAR GRANTS:** If you are at the **end of a two-year** grant, please provide specific information on how two-year support assisted you in your programming, fundraising, and/or administrative sustainability. If you are at the **end of Year 1** of a two-year grant, please be aware that the second year of funding is dependent on the completion of this report.

Attachments

- A. Budget (see item 4, 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.

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.

Thank you!