

## Grant Report Guidelines

Please submit your grant report to Horizons Foundation by **November 17, 2016** in order to be eligible to reapply (where necessary). These following are guidelines which outline the information required; please keep the total report within two to three pages. 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.

Please remember to include on the first page: (a) the **name** of your organization, (b) the **grant number**, (c) the **grant period**, (d) the **Priority** under which you applied and (e) **General Operating Support or Project** support.

**Photographs (digital where possible) of activities, events, program participants, etc. are much appreciated!  
They can be emailed to [grants@horizonsfoundation.org](mailto:grants@horizonsfoundation.org)**

- 1. EVALUATION:** How did the project go? What worked and what did not? If the grant was for General Operating Support (GOS), rather than Project Support, how did the year go for your organization? How, specifically, was the year evaluated? If Project Support, how was the project evaluated? 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 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. What was a highpoint in the grant period for your organization?
- 4. BUDGET:** If this was a **Project grant** (not General Operating Support) use your Project Budget Worksheet from your application as a guide and please indicate your income and expenses for the project. Include specific information on how Horizons funds were expended. Indicate 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. If this was a **General Operating Support grant** please use your Organization Budget Worksheet 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 affect on your annual budget.
- 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: programming, fundraising, and/or administrative sustainability.

**Please send your report and any attachments to:**

**Attention: Grantmaking  
Horizons Foundation  
550 Montgomery Street, Suite 700  
San Francisco, CA 94111**

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**Please include the following attachments**

- A. Budget (see item 4, above).**
- B.** Samples of any printed materials (photocopies are acceptable) made possible by the Horizons Foundation grant. Any digital material can be sent to [grants@horizonsfoundation.org](mailto:grants@horizonsfoundation.org)