

**William Randolph Hearst Foundation
The Hearst Foundation, Inc**

Reporting Guidelines for Non Endowment Grants

I) Organizational & Financial Update (required by all)

Please report on the following:

- ◆ Accomplishments and setbacks
- ◆ Any significant changes at your organization
- ◆ Goals and objectives over the next 3-5 years

II) Grant Specific Information

If reporting on a *program grant*, please include the following:

- ◆ Description of the program(s) supported by the Hearst grant, including goals, achievements, challenges and future plans
- ◆ How you measured the effectiveness of your activities; what you learned; and how you used or will use this information
- ◆ Submit the approved program budget including income sources (with amounts) and expenditure information (*as an attachment*)

If reporting on a *scholarship grant*, please include the following:

- ◆ For the *most recent academic year* (please indicate the year), provide the following:
 - The number and the dollar amount of each scholarship awarded from the grant
 - Names and brief biographical information on each Hearst scholar
 - Description of the selection process
- ◆ Provide the following information about the scholarships since the grant was awarded:
 - Total number of students supported
 - Total number of scholarships and total amount awarded

If reporting on a *capital grant*, please provide the following information:

- ◆ Please describe the specific impact of the Hearst grant, as well as that of the overall capital project, on your organization's mission and programmatic capacity. Please provide quantitative data where applicable.

If reporting on a *general support grant*, please provide the following information:

- ◆ Please describe the impact of the Hearst grant on your organization's programs and overall outreach.

III) Attachments

- ◆ Organization's audited financial statements for the year in which the grant was used (*Attachment – uploaded*)
- ◆ Submit the approved program budget including income sources (with amounts) and expenditure information (*Attachment – uploaded*)
- ◆ Correspondence from scholarship recipients, if applicable (*upload as one document*)