



## Reporting Guidelines for Non-Endowment Grants

### I) Organizational & Financial Update (required by all)

Please report on the following:

- ◆ Accomplishments and setbacks of the organization in the grant period
- ◆ Any significant changes at your organization in the grant period
- ◆ 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

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
  - 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) Benchmarks**

Please review the *Benchmarks* established for the grant and please provide the following information:

- ◆ Progress toward the goals, reflected in numeric or percentage terms
- ◆ Brief description of results

### **IV) Attachments**

- ◆ Organization's audited financial statements for the year in which the grant was used (*Attachment as PDF*)
- ◆ Updated program budget that reflects the budget submitted at the time of grant approval and the subsequent actuals (most recently updated). Please include income and expenditure information (*Attachment as PDF or Excel*)
- ◆ Summary of Hearst grant expenses in Excel or PDF format (*Attachment as PDF or Excel*)
- ◆ Correspondence from scholarship recipients, if applicable (*upload as one combined PDF*)