

Grant Reporting Guidelines

Every organization receiving a grant from The Dickinson Foundation has a responsibility to report on the use of the funds granted. Unless otherwise indicated at the time disbursement is made, reports are required annually until the entire grant has been expended. Interim and final reports should include:

1. Name, address, and telephone number of the agency receiving the grant.
2. Name of the person submitting the report.
3. Amount of grant.
4. Date awarded.
5. Identification of the report as interim or final.

Reports should answer the following questions:

1. What were the specific objectives for which the grant was requested, and what were the activities you undertook, or are undertaking, to meet these objectives?
2. Did your organization meet the goals set forth in the original grant proposal? Please explain.
3. As the project or program progressed, what modifications, if any, were made?
4. What has been the measurable effect of this project or program on your organization? For example, has it (1) helped to attract new private funding; (2) increased collaboration with other organizations; (3) increased volunteer involvement?
5. What has been the measurable effect of this project or program on the population you serve?

Reports should include the following financial information:

1. An itemized accounting of the actual revenue and expenditures to date for the project or program for which the grant was awarded.
2. A copy of your most recent year-end financial statements, audited if available.
3. A list of donors contributing funds to the project or program. Small gifts and individual gifts may be grouped together.

As appropriate, please respond to the following questions:

1. If the project or program is ongoing, what plans do you have for sustaining it in the future?
2. Did your organization encounter any unanticipated challenges during the course of this grant? How were these addressed and what would you do differently in the future?
3. How did the failure or success of the project or program influence your organization?
4. Do you have any suggestions on how The Dickinson Foundation might better serve the community in which it gives or improve the application and reporting procedures?