

THE HARRY E. FOSTER CHARITABLE FOUNDATION

Grant Reporting Guidelines

Project reports help The Harry E. Foster Foundation to gauge the impact of funded activities and understand the successes and challenges of the organizations we support.

We ask that you provide a brief narrative report that addresses the areas below. We recognize that each project or program funded is unique, and there may be information you would like to include that is not mentioned in the list below. Some organizations may also wish to include their annual report or other publications such as newsletters or impact reports prepared for a wider audience.

Reports should be submitted within one year of the grant or after the completion of the funded program.

Project Report Areas

Activities

- Summarize the project objectives.
- Provide a general description of the project and activities.
- Did the project unfold as planned? If not, what changed and why?

Impact

- How many people benefited from the program? Include other metrics if available.
- Provide anecdotes and/or testimonials that help explain the success of the project.
- Please provide one or two illustrative stories that demonstrate the impact of the project. You may also wish to provide photographs or video links.

Financial Overview

- Please provide final actual project costs and all income sources.
- Describe any changes to the project budget or scope and the reasons for the change.

Acknowledgement

- Please indicate how you acknowledged the Foundation's funding. You would have outlined your proposed acknowledgement activities in your grant application.

If you have any questions about report submissions, please contact Jennifer Torrens, Administrator at hefosterfoundation@outlook.com.