

Program Report Guidelines

1. Objectives: Briefly summarize the project's objectives.
 - What are the overall objectives?
 - What are the specific objectives for this reporting period?
2. Activities: Summarize project activities for the past year
 - What activities have been undertaken and/or accomplished in the past year?
 - How did these activities advance specific project objectives?
 - What activities proved most and least successful?
 - How realistic was the timeline and expectations?
3. Leaders and Partners: Identify key leaders and partners for the project
 - Who are the key leaders of this effort? How is their work progressing? In what ways are they changing, growing or learning through their engagement in the project? Is leadership emerging in unforeseen places?
 - List any external partners. Describe how partnership relationships are developing and working.
4. Grant Products:
 - What books, articles, and other resources for public use have been published thus far? Please attach a full bibliography of materials related to the project and send three copies of all books and other published materials to the program officer responsible for the grant. If materials will be produced after the grant period ends, please send copies and an updated bibliography when publications become available.
 - How have the findings from this project been communicated? Which communication strategies have proved the most effective and why?
5. Impact: Describe the impact of these activities on project participants and other constituents
 - How is success defined for this effort in the short term? In the long term?
 - Are there any indications of success at this time?
 - What difference is the project making for participants? How is it affecting the institution?
6. Reflection: Reflect upon the significance of what is happening
 - What have you learned of significance about the main themes or issues of this project?
 - What are the key challenges and what do they mean?
 - How can the work be strengthened?
 - What lessons might be worth sharing with others?
7. Next Steps (for all reports except the final report): Sketch the program's workplan for the coming year, with attention to the following topics:

8.

- *Project activities:* What activities are planned for the coming year, and in what timeframe? What steps are being taken to sustain this effort when the grant ends?
- *Evaluation:* What steps are being taken to evaluate the project? Specifically:
 - a) What data is being gathered to determine success?
 - b) What feedback loops are in place to make improvements on the project?

9. Post-Grant Plans (for final reports):

- *Activities:* What activities of this project will continue after the grant period?
- *Funding:* How will these activities be funded?

Financial Report Guidelines

These guidelines have been designed to help grantees prepare annual financial reports to the Endowment.

Report Format #1 should be used when the Endowment's grant is funding 100% of the approved budget.

Report Format #2 should be used when the Endowment's grant is funding a portion of the approved budget.

Report Format #1 - Instructions *(When Grant is Funding 100% of Budget)*

Budget Categories: The expense line items (copy figures from the first column of the approved grant budget).

Approved Budget: The total (not the yearly) budget for each budget category (copy figures from the Total column of the approved grant budget).

Expenditures - For Period: The actual amount spent for each budget category during the current reporting period.

Expenditures - Cumulative: The sum of the amount spent for each budget category during the current reporting period plus the Cumulative amount from the previous report.

Budget Less Cumulative: The Approved Budget Minus Cumulative for each budget category. The result is the amount of budget remaining to be spent.

CASH SUMMARY

Total Grant Payments Received: The sum of grant payments received from Endowment for this grant from the beginning of the grant period through the current reporting period.

Cumulative Expenditures: The sum of all expenditures through the current reporting period.

Cash Balance: The sum of grant payments received from Endowment minus Cumulative Expenditures.

Signatures: The Endowment requires two signatures - the person with grant oversight responsibility (grant administrator, program director, principal investigator, executive director, etc.) and an individual with financial accountability.

Report Format #1 - Template

When Grant is Funding 100% of Approved Budget

Legal Name of Organization

Grant No. 0000 0000

For Period MM/DD/YY - MM/DD/YY

es

	Approved Budget Expenditur	For Period Budget Less Cumulative	Cumulative	
(Please list items from approved grant budget)	\$	\$	\$	\$
GRAND TOTAL	\$	\$	\$	\$

CASH SUMMARY

Total Grant Payments Received

Cumulative Expenditures (per above)

Cash Balance

\$

(Name) Grant Administrator

(Name) Finance: Signatory

Report Format #1 - Sample Report*When Grant is Funding 100% of Approved Budget*

Legal Name of Organization

Grant No. 1234 5678

For Period 01/01/19 - 12/31/19

	Expenditures			Budget Less Cumulative
	Approved Budget	For Period	Cumulative	
PERSONNEL				
Director	\$97,000	\$25,000	\$50,000	\$47,000
Administrative Assistant	50,000	12,500	25,000	25,000
Research Assistant	80,000	12,500	25,000	55,000
Fringe Benefits	32,880	5,000	10,000	22,880
Subtotal	259,880	55,000	110,000	149,880
ADMINISTRATIVE COSTS	12,500	1,294	2,577	9,923
TRAVEL	21,500	3,050	6,100	15,400
CONSULTANTS	25,000	5,250	10,500	14,500
CONFERENCES	45,000	2,250	4,500	40,500
Total Expenses	363,880	66,844	133,677	230,203
Indirect Costs	36,388	6,685	13,367	23,001
GRAND TOTAL	\$400,268	\$73,529	\$147,044	\$253,224

CASH SUMMARY

Total Grant Payments Received	400,268
Cumulative Expenditures (per above)	147,044
Cash Balance	\$253,224

(Name) Grant Administrator_____
(Name) Finance: Signatory

Report Format #2 - Instructions *(When Grant is Funding a Portion of Approved Budget)*

INCOME SECTION

Budget Categories: The funding sources of income (copy figures from the first column of the approved grant budget).

Approved Budget: The total (not the yearly) anticipated income from each funding source (copy figures from the Total column of the approved grant budget).

For Period: The amount received from each funding source during the current reporting period.

Cumulative: The sum of the income received from each funding source during the current reporting period plus the Cumulative income from the previous report.

Budget Less Cumulative: The Approved Budget minus Cumulative for each funding source. The result is the amount of income yet to be procured.

EXPENSE SECTION

Budget Categories: The expense line items (copy figures from the first column of the approved grant budget).

Approved Budget: The total (not the yearly) budget for each expense line item (copy figures from the Total column of the approved grant budget).

For Period: The actual amount spent for each expense line item during the current reporting period.

Cumulative: The sum of the amount spent for each expense line item during the current reporting period plus the Cumulative amount from the previous report.

Budget Less Cumulative: The Approved Budget Minus Cumulative for each expense line item. The result is the amount of budget remaining to be spent.

Current Cash Balance: Total Cumulative Income Minus Total Cumulative Expenses.

Endowment Grant Funds Cash Balance: The amount of the current cash balance of the Endowment grant.

Signatures: The Endowment requires two signatures - the person with grant oversight responsibility (grant administrator, program director, principal investigator, executive director, etc.) and an individual with financial accountability.

Report Format #2 - Template

When Grant is Funding a Portion of Approved Budget

Legal Name of Organization
Grant No. 0000 0000
For Period MM/DD/YY - MM/DD/YY

	Approved <u>Budget</u>	<u>For Period</u>	<u>Cumulative</u>	Budget Less <u>Cumulative</u>
INCOME				
Endowment Grant	\$	\$	\$	\$
Other Funding Sources				
TOTAL INCOME	\$	\$	\$	\$
EXPENSES				
Personnel	\$	\$	\$	\$
Travel				
Consultants				
Conferences				
Administrative Costs				
Subtotal Expenses				
Indirect Costs				
TOTAL EXPENSES	\$	\$	\$	\$
CURRENT CASH BALANCE			\$	
Endowment Grant Funds Cash Balance			\$	
(Name) Grant Administrator			(Name) Finance: Signatory	

Report Format #2 - Template*When Grant is Funding a **Portion** of Approved Budget*

Legal Name of Organization

Grant No. 1234 5678

For Period 01/01/19 - 12/31/19

	Approved <u>Budget</u>	<u>For Period</u>	<u>Cumulative</u>	Budget Less <u>Cumulative</u>
INCOME				
Endowment Grant	\$800,000	\$0	\$800,000	\$0
Foundation #2	100,000	50,000	100,000	0
Foundation #3	130,000	25,000	50,000	80,000
Add'l (Individual, In Kind) Support	11,350	0	0	11,350
TOTAL INCOME	\$1,041,350	\$75,000	\$950,000	\$91,350
EXPENSES				
Personnel	\$522,405	\$82,810	\$165,620	\$356,785
Travel	104,488	19,426	38,852	65,636
Consultants	49,702	7,480	14,960	34,742
Conferences	251,297	79,574	162,814	88,483
Administrative Costs	18,790	3,100	6,200	12,590
Subtotal Expenses	946,682	192,390	388,446	558,236
Indirect Costs	94,668	19,239	38,446	56,222
TOTAL EXPENSES	\$1,041,350	\$211,629	\$426,892	\$614,458

CURRENT CASH BALANCE	<u>\$523,108</u>
Endowment Grant Funds Cash Balance	<u>\$515,405</u>

(Name)
Grant Administrator

(Name)
Finance: Signatory

INCOME

TOTAL INCOME

EXPENSES

GRAND TOTAL

(Name)

Finance: Signatory

Budget Revision Request - Sample Report

Legal Name of Organization
 Budget Revision Request Grant
 No. 1234 5678
 March 15, 2020

	Revisions			Total Revised Budget
	Approved Budget	Increases (+)	Decreases (-)	
INCOME				
Endowment Grant	\$150,000			150,000
Fundraising	20,000			20,000
TOTAL INCOME	\$170,000			\$170,000
EXPENSES				
Personnel				
Director	\$80,000			80,000
Fringe Benefits	8,000			8,000
Administrative Assistant	37,000			37,000
Fringe Benefits	3,000			3,000
Subtotal	128,000			128,000
Administrative Costs				
Supplies	2,000			2,000
Printing	1,500			1,500
Postage	500			500
Seminar materials	4,500			4,500
Subtotal	8,500			8,500
Travel				
Airfare	7,000		1,500	5,500
Meals	4,000			4,000
Lodging	3,000			3,000
Subtotal	14,000		1,500	12,500
Conferences				
Honoraria	1,500	3,000		4,500
Food/Lodging	3,000		1,500	1,500
Subtotal	4,500	3,000	1,500	6,000
TOTAL EXPENSES	155,000			155,000
INDIRECT COSTS	15,000			15,000
GRAND TOTAL	\$170,000	3,000	3,000	170,000

 (Name)
 Grant Administrator

 (Name)
 Finance: Signatory

Contact Us

Grant writers and fundraising professionals are happy to assist in your work. Please contact us with any questions.

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