

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

Reporting Guidelines for Capital Grants

The Foundations require a stewardship report, as outlined below, to help us understand the impact and effectiveness of the grant. Please prepare a narrative report of no more than four pages. The report should be accompanied by a cover letter signed by the organization's chief executive officer.

I) ORGANIZATIONAL UPDATE

A) Please report on the following:

- ◆ Accomplishments and setbacks
- ◆ Any significant changes at your organization
- ◆ Goals and objectives over the next 3-5 years
- ◆ How you measured the effectiveness of your organization's activities; what you learned; and how you used or will use this information

B) 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.

II) FINANCIAL INFORMATION

Please include the following:

- ◆ Organization's statement of revenue and expenditures for the year in which the grant was used
- ◆ Most recent audited financial statements
- ◆ Most recent annual report
- ◆ Approved project budget including income sources (with amounts) and expenditure information