

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

**Reporting Guidelines for Endowment Grants**

The Foundations require a stewardship report, as outlined below, to help us understand the impact and effectiveness of the work supported by the endowment 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**

Please report on the following:

- ◆ Accomplishments and setbacks
- ◆ Any significant changes at your organization
- ◆ Goals and objectives over the next 3-5 years

**II) PROGRAM INFORMATION**

For the *current fiscal year*, please provide 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
- ◆ Amount generated by the endowment and used for the designated program

**III) FINANCIAL INFORMATION**

A) Institutional Endowment

- ◆ Most recent market value (please include the date of the valuation)
- ◆ Current investment policy
- ◆ Current payout policy

B) Additional Information:

- ◆ Most recent audited financial statement
- ◆ Most recent annual report