

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

Reporting Guidelines for Hearst Endowed Programs

We are pleased to have established a William Randolph Hearst Endowment (the Hearst Fund) to support one or more specific programs at your organization. Endowments are established with the understanding that your organization will spend only so much of the Hearst Fund as your organization determines is prudent for the uses, benefits, purposes and duration for which the Hearst Fund has been established. In determining the annual spending from the Hearst Fund, your organization may apply its spending rate, provided that the spending rate does not exceed 6.5% of the fair market value of the Hearst Fund at the end of the most recently completed quarter.

The Foundations require an annual report, as outlined below, to help us understand the impact and effectiveness of the Fund on the supported program(s). 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

A) For the *current fiscal year*, please provide the following:

- ◆ Description of the program(s) supported by the Hearst Fund, 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 Hearst Fund and used for the designated program(s)

B) Please specify the total amount provided by the Hearst Fund since it was established to support the designated program(s)

III) FINANCIAL INFORMATION

A) Institutional Endowment

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

B) Hearst Fund

- ◆ Most recent market value (please include the date of the valuation)
- ◆ Additional donors to the Hearst Fund, if applicable. Please include a list showing the date, donor and amount of the contribution(s).

C) Additional Information:

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