

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

**Reporting Guidelines for
Program and General Support 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

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

If reporting on a *program grant*, please include 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

III) FINANCIAL INFORMATION

A) For *all grants*, 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

B) For a *program grant*, submit the approved program budget including income sources (with amounts) and expenditure information