

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

**Reporting Guidelines for Scholarship 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 institution
- ◆ Goals and objectives over the next 3-5 years

**II) SCHOLARSHIP INFORMATION**

A) For the *most recent academic year* (please indicate the year), provide the following:

- ◆ The number and the dollar amount of each scholarship awarded from the grant
- ◆ Names and brief biographical information on each Hearst scholar
- ◆ Description of the selection process

B) Provide the following information about the scholarships since the grant was awarded:

- ◆ Total number of students supported
- ◆ Total number of scholarships and total amount awarded

**III) FINANCIAL INFORMATION**

Please include the following:

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