

GUIDELINES FOR GRANTEES

FINAL REPORT ON HOYT FOUNDATION, INC. GRANTS

Purpose of Report: Your final report to the Foundation on a grant serves a twofold purpose: accountability and evaluation.

The Foundation, under its tax-exempt status, must be able to account to the Internal Revenue Service for grant monies being spent in accordance with the charitable purpose for which they were granted; and to its Board, that the grant recipient adhered to any special grant conditions as stipulated in the contract.

Beyond this, the Foundation seeks to have some measure of how successful its grants are in helping to meet urgent Broome County needs. It also seeks to know what problems the grantee organization may have encountered in carrying out its proposed project. Such information is particularly helpful in advising various organizations who may consider similar projects and in setting forth conditions of future grants.

Reports are shared with staff and the Board of Directors of the Foundation and, from time to time, may be shared with other organizations.

Content and Format of Report: Your final report will consist of **two parts**: a narrative report relating to the project itself and a final financial report.

- **Narrative project report:** No particular format is required. However, the report should be typed, with the first page on your organization's letterhead. Appropriate supporting data may be attached. The person preparing the report should review the original grant contract letter. Indicate the date of the report, the name and number of the grant, and the dates covered by the entire grant period. *Please see below for questions that should be answered in your narrative.* Feel free to add any other information that you believe is pertinent and that will help the Foundation to understand and assess the outcomes of your project.
- **Final financial report:** For comparison purposes, the final budget should be in the same format as the budget originally submitted (or the budget as revised, if revisions occurred at some point during the project; such revisions should have been previously submitted to the Foundation for approval). It should reflect actual income and expenditures for the period of the grant. *This financial report page must be signed and dated by the Finance Officer of your agency.* Submission of this report is generally required before a final grant payment is made.

Please answer the following questions in your project narrative, along with any additional questions you wish to pose. Where appropriate, support answers with quantitative data. **Relate your answers to the original evaluation criteria as laid out in the grant proposal.**

1. What have been the project's primary accomplishments? How were they achieved? How do they compare/relate to the *original objectives and outcomes projected in your grant proposal*?
2. What have been the project's shortfalls?
3. What factors affecting the project have changed since the beginning of the grant period, and how have any such changes affected the project?

4. What unanticipated problems have you encountered in carrying out the project, and how did you manage these problems?
5. If your project is continuing, what are the ongoing plans and how will it be financed?
6. If another organization were to consider undertaking a similar project, what advice would you offer based on your experience with the project?
7. Do you have any suggestions for the Hoyt Foundation which might be helpful in making any future grants similar to yours?

Please send your report to: Catherine Schwoeffermann
Executive Director
The Hoyt Foundation
70 Front Street
Binghamton, NY 13905