

Harden Foundation Grantee Report

Grant Number: _____ **Organization:** _____

Grant Amount: _____ **Date grant was approved:** _____

This report covers the period from (date) _____ **to (date)** _____

Name/Title of person completing this report: _____

Phone: _____ **Fax:** _____ **Email:** _____

Purpose of the Grant: _____

Date report submitted to the Harden Foundation: _____

The Harden Foundation wants to learn about your experience in regard to the program funded with this grant. We are interested in hearing about your successes and challenges, and how you addressed them. The following questions are intended to help you summarize your experience and to help our grantmaking as well. Please be as honest and thoughtful as possible. Please tell us about the difficulties you encountered, any disappointments, or even failures.

This report is due 12 months from the date your grant was approved. If you are applying for a grant before this date, a report showing how funds have been spent is due with submission of your grant request. Consideration of any future grant requests is contingent upon receipt of this report.

How to Submit Your Report:

Email: maria@hardenfoundation.org

or hard copy to:

Harden Foundation

Post Office Box 779

Salinas, California 93912

Note: If you send your report by email, it is not necessary to send a hard copy (unless there are attachments that cannot be sent electronically). Projected outcomes noted in the grant agreement and proposal should serve as the basis of the information of your report.

Grantee Report Narrative (should not exceed four pages)

1. Please review the purpose of your grant as stated in the grant agreement and list the major objectives of this grant and the ways in which your major objectives were achieved. Tell us to what extent the purpose of your grant was met. What factors contributed to your success. What factors limited your progress?
2. Please tell us your actual outcomes and activities and explain any changes or additional accomplishments. Indicate number of individuals served.
3. Please describe any challenges you encountered. Were your expectations for the program on target?
4. What are some of the success stories for this year's activities? Are you working with any other agencies to help you meet your goals?
5. Were there any significant outcomes or lessons learned that you think could help the foundation's work in this area? If you were to advise another organization in this field to do the same work, what advice would you give them?
6. List other funding sources you received for this project/program. If this project/program is expected to be ongoing, have you identified sources of funding to ensure its continuation?
7. Please share any pictures that highlight events or activities. Photographs submitted to us will become the property of the Harden Foundation.
8. Please share any feedback you have about our grant process (the grant application, reporting forms, deadlines, accessibility of staff for questions, or any other part of the process)
9. Please attach the following to your completed report:

_____ A detailed income and expense statement for your program that identifies sources of support giving a breakdown of expenditures of all grant funds to date. If your actual expenses were different from those anticipated, please explain.

_____ Copies of any publicity or press coverage about the project and any other materials you think would be of interest to the Harden Foundation.

Signature of Person preparing this report

Date