

Hyde Family Foundations

REPORTING GUIDELINES

At the Hyde Family Foundations, we maintain a continued interest in the organizations that we support. Timely reporting facilitates this process, and enables us to review our programs and the impact of our grants.

Unless otherwise indicated at the time disbursement is made, every organization receiving a grant from the Hyde Family Foundations has a responsibility to report on the use of the funds granted. Reporting requirements and deadlines are detailed in the initial Grant Agreement.

Please attach reporting coversheet to the front of your report. Reports should be five pages maximum (not including attachments) and include all items listed below.

Progress and Final Reports

General Operating Grant or Project Support Grant

- Restate the goals you set for your organization or funded program during the grant period and describe your progress and/or setbacks relative to these goals.
- If project support was received, please describe any divergence from the timeline outlined in grant proposal and reasons for not adhering to the original timeline.
- Detail any significant board and/or staff changes, if any.
- Describe any major programmatic shifts experienced by your organization since the grant was funded.
- Please include the following **Attachments**:
 - Detailed explanation of how grant funds were used
 - Income and expenditures *to date* compared to the approved budget for this grant. If there are any major discrepancies, please explain.
 - Current annual operating budget for organization
 - List of major funders with funding amounts
 - Most recent audited financial statements, if not already provided
 - Current board list (including officer assignments)
 - Most recent annual report, if not already provided

If during the course of the grant period significant changes arise, please contact Hyde Family Foundations staff, making them aware of these challenges.