



REPORTING GUIDELINES

At the Farash Foundation, we maintain a continuing interest in the organizations we support. Timely reporting facilitates this process, and enables us to review our programs and the impact of our grants.

Reporting requirements and deadlines are detailed in the initial Grant Agreement. All reporting is done on-line through the grants portal. If you fail to submit the required reporting, your organization may not be considered for future funding from the Farash Foundation.

INTERIM REPORT: a two-page progress report may be requested six months after the grant is made and, if so, should include:

- Update on the progress you have made in advancing the objectives outlined in your proposal.
- Discussion of internal and external circumstances that may have impacted the project. Will any changes be made to the objectives in the next six months?
- Explanation of accomplishments and set-backs to date.
- Brief financial statement showing the expenditure of grant dollars to date (for program and equipment).

FINAL REPORT: due at the end of the grant period, this report should address the items below in three to five pages:

- Explain how the organization met the goals and objectives outlined in the original proposal. If the goals were not met, explain why.
- How many people were served by this project? What impact was being measured?
- What were the results? Discuss the successes and challenges met during the grant period.
- “Lessons learned”: What would you do the same? What would you change?
- What, if anything, occurred in the field that changed the climate for your work?
- Discuss any new partners that emerged during the duration of the grant and how they strengthened your work.
- Use metrics outlined in your proposal to compare your original plans to your actual results.

FINANCIAL REPORT: Include a detailed financial report demonstrating how the funds from the Farash Foundation grant were spent during the grant period. This report should, in detail, compare the actual grant expenses to the expenses projected in your original budget. Please include your organization’s most recent audited financial reports or 990 forms.

ADDITIONAL MATERIALS: Please also include copies of any materials, publications or media coverage that the project produced, as well as any digital photographic images that you would like to share.