

THE HEINZ ENDOWMENTS
Guidelines for Preparation of Grant Follow-Up Report

Grantee: (org name)

Grant Ref#: (ref#)

Purpose: (Project title)

Grant Amt: (recommended amt)

Date Submitted: _____

Interim Report

Final Report

Please use the following outline when preparing your follow-up report on the grant you received from The Heinz Endowments:

1. Who is your primary program staff contact at the Endowments for this grant?
2. What was the planned use of the grant?
3. What were the original project goals and measures of success as outlined in the initial proposal?
4. What has changed as a result of this project or grant? Please show us your baseline data/beginning point as compared to current data/status. You may use quantitative and/or qualitative measures as appropriate.
5. Were the original activities conducted as planned? If not, what changed and why?
6. What was your method for assessing/evaluating the impact of this project or grant?
7. What have you learned about your activities in relation to your chosen outcome(s)? Please include both successes and failures.
8. Is your project/program ongoing? If yes, how is/will it be supported?
9. Have you received any other funding for this project/program since this grant was made? If yes, list sources and amounts.
10. Have there been any significant changes to your organization during the grant period? How did these changes impact the project? If so, explain.
11. What assistance did you receive, or could you have received, beyond the grant check to improve your project?

12. If additional information is needed beyond what is requested in numbers 1-11 above, it will be requested by means of separate correspondence from the responsible program officer.

Please attach with this report:

- The original budget from the proposal as compared with your actual expenses. Indicate by an asterisk (*) items for which our grant monies were used.
- If you have any questions regarding this form, please contact the appropriate program staff.

Executive Director _____

Board President _____