

RSF requires that grant recipients submit a report **within one year** from when the grant was disbursed. Reporting is an important part of the grant making process for several reasons. First of all, we are interested in hearing about your work and may make your organization or project more visible to our community by publicizing your organization in the *RSF Quarterly* newsletter or website. Your grant reports also help us demonstrate “due diligence” to our donors. Donors to RSF have entrusted their money to us in confidence that it will be well managed and their intentions will be respected within the framework of our charitable purposes. Your reports help us demonstrate to our donors that we are successfully carrying out our responsibilities.

For grants of \$10,000 or less

You may simply email us a copy of your annual report, or a copy of your most recent financial statements with a newsletter or some other narrative of the work you have accomplished in the last year. If your grant was for a specific project, please be sure a description of the project is included in these documents.

Be sure to reference the grant you are reporting on.

For grants greater than \$10,000

Grant reports need to include a narrative and an expenditure report for the grant funds that you have received from RSF. Your narrative should be 1-2 typed pages, and your expenditure report should clearly describe how the grant funds have been spent.

In addition to the narrative and expenditure report, please include:

- Organization/Project name
- Grant Amount
- Name, signature, date

The following are some guiding questions for your report:

1. How did you expend the grant to accomplish your project or implement your program?
2. How did receiving the grant change or improve your organization or project?
3. What did you learn as a result of working on your project? Please describe inspirations or challenges that you encountered.
4. How did you involve the community in your project or organization, and whom did the grant allow you to serve?
5. What new connections or relationships developed as a result of your grant?
6. What new sources of funding have you developed?

(Note: If you received a grant from the Mid-States Shared Gifting Fund please use the reporting guidelines for that Fund.)

Please email all reports to: grantreports@rsfsocialfinance.org