

The Harder Foundation Grant Report Checklist

Spring 2020

Your report should be submitted by email by **April 17th**, as a single PDF file. Each individual section should be separated by a blank page. We cannot receive emails and attachments that exceed **20 MB**. Email your proposal to: info@theharderfoundation.org. Please include this checklist with the report.

1. NARRATIVE REPORT (no more than six pages):

- Please address these questions in your report
 - a) Environmental outcomes are important to us. How well did you succeed in achieving the objectives articulated in your grant proposal?
 - b) We are also interested in what you learned from your experience. What challenges did you face? What went well and what went wrong?
 - c) Who were you trying to influence?
 - d) How has your work complemented and leveraged the work done by others, including key constituencies? With whom did you collaborate? Was that collaboration effective?
 - e) Have there been any changes or evolution to your strategy as a result of any recent political or policy changes either locally or nationally? If so, what are you doing differently, and how will you assess your new approaches?

2. FINANCIAL REPORT:

All grant reports must include:

- Income and Expense Statement for the organization for the fiscal year in which the grant was spent. Please break down your income and expense statement by program area. Include all sources of funding, e.g. membership, major donor, foundation grants, and government sources.

Project grants must *also* include:

- Your original project budget projection (submitted with your grant proposal) and your actual revenue and expenses to date for the project. Please include a column showing how The Harder Foundation funds were spent.
- Address any major discrepancies between the projected budget and the actual expenses for the project. We realize that you may not have spent your entire Harder Foundation grant at the time you submit your report, but please let us know if you're on track.
- Revenue reporting should include a list of all other funding sources for this project, unless The Harder Foundation was the only source. Please indicate specific foundation sources as well as other revenue sources, e.g. membership, major donor, and government.
- If you incurred 501 (h) election-related lobbying expenses, and a portion of the project for which this grant was made involved lobbying, please confirm in your report that The Harder Foundation grant funds were *not in excess* of the non-lobbying portion of your project budget.