



SAMPLE GRANT REPORTING GUIDELINES

Progress reports keep us informed about the work our Grantees are doing and improve our understanding of the issues and challenges they are addressing. The following guidelines will assist you in assembling the reports required by The Roddenberry Foundation as mentioned in the Grant Agreement. Please address the key points outlined below and include any additional information you feel is essential to report on your progress. Please be brief, bulleted, and specific. You may attach any published content, articles or additional information you wish to share. Please share with the Foundation, upon request, and ten (10) days in advance of its release, any footage, photographs or other media reflecting or generated as a direct result of the Foundation's grant.

Final Report

This report is due nine months after your grant was received. The report should include the following:

- Progress on goals and objectives outlined in the proposal, including the evaluation component
- Any adjustments or changes that have been made to your program design outlined in the original proposal
- List of obstacles encountered, if any, and how they have been approached
- Overall impressions of where the project is headed
- Your best estimate of whether the project is progressing on budget, and an explanation of any departures from the original budget
- Budget assessment, including an itemized budget, detailing how the funds are actually being used
- How and who is evaluating your work
- A written summary of the progress to date
- The outcome for the entire funded period
- An outline for the proposed usage of the remaining amount, if the entire grant has not been expended
- List of any additional source(s) of funding if the grant provides only partial funding
- An explanation of how the grant assisted your organization in leveraging funds from other resources (if applicable)



Roddenberry Prize Grantee Report Template

Grantee Name	
Project Name	
Grant Time Period	
Grant Amount	
Grant Purpose	
Recent Findings/ Progress Made	
Adjustments or Changes	
Other Grants/Partnerships	<i>Please list any other grants made or potential grants to this specific program, resulting since the TRF grant was made; please also list any partnerships made in <u>brief, bullet format</u></i>
Obstacles/ Challenges Encountered	<i>Please list any obstacles or challenges that may have affected the progress of your work, and how they were overcome and/or potential solutions in <u>brief, bullet format</u></i>
Where the project is headed	

Budget Assessment

Evaluation

SAMPLE