



STEWARDSHIP REPORT GUIDELINES

A condition of all grants from the Gadomski Foundation is the submission of a report (no longer than three typed pages) on the disposition of funds awarded no later than twelve months after the award date of the Foundation check. Multi-year grants require reports six months after each installment payment.

We are looking for a report on the good work your organization is doing and how our grant has helped your group. A simple typed letter format should be used on your organization's letterhead with a signature of your Executive Director. An email is acceptable, but U.S. mail is welcome as well. Quantified statements about outcomes and results are necessary. Please email us if you have a question.

Items Required:

1. Client served statistics including geographical segments.
2. Any new organizational financial information from the time of your original grant (any new audited statements, performance against budget, etc.)
3. Changes to your board of directors and listing of directors who have financially contributed in last 12 months.
4. For Operating grants, tell us about successes or setbacks. Give us your new annual report if different from your original submission.
5. For Program or Project grants, tell us how money was used and how the overall effort is going. Please report any changes in direction of effort or setbacks. List achievements and goals accomplished.
6. For Challenge or Matching grants, report on progress

of achieving fund raising goal. If money is being spent on the effort, report on expenditures. Update us on overall fund raising effort. Confirm our grant was matched and by whom. If challenge grant, how much was raised by the effort.

7. For Capital grants, provide specific reports on physical progress of project and related cash fund raising. Discuss pledges versus cash received. Include photos.