

DWIGHT STUART YOUTH FUND
■ GRANT REPORTING GUIDELINES ■
CAPACITY BUILDING

12 -MONTH REPORT POSTMARKED BY:

The following guidelines will assist you in assembling the report required by Dwight Stuart Youth Fund as mentioned in the Grant Agreement. If a topic does not pertain to your program / project, please explain why.

Thank You -- We appreciate the follow-up and look forward to learning about your work!

CONTENTS:

- Address the report to:
Wendy Chang
Director
Dwight Stuart Youth Fund
9595 Wilshire Boulevard, Suite 212
Beverly Hills, CA 90212

- Progress on the objectives and activities outlined in your proposal. Explain any adjustments that have been made to your program/project design or plan. Your report should be in the context of information you originally provided in responses to DSYF's Quick Assessment Tool.

- Explain challenges that you have encountered and how you have addressed them.

- If the entire grant has not been used, state whether funds will be returned, or how you plan to use the remaining funds to complete the work originally outlined in your proposal, and estimate when they will be used (for Cornerstone grants, a request for rollover of unexpended funds to a subsequent project year may be made). Explain any significant departures from the original budget.

- Do you have plans to share any findings or evaluation from your work? If so, how?

- Attach a financial report, including a detailed revenue stream and expenses, for the Capacity Building Project.

- Please *do not* hand deliver or messenger this report. It should be postmarked on or before the date noted above.