

San Juan Island Community Foundation

Grant Reporting Guidelines

These Grant Reporting Guidelines have been created by the Development Committee of the SJICF to require, and encourage in certain cases, proper accountability for, and information about, their project for which they received a grant award from the Foundation or a Donor.

Grantees are to be notified of these Guidelines when Grant Applications are sent out as well as when Grants are actually awarded. The SJICF will use a one-year time period for typical completion of grant projects but understands that this is a generalization and exceptions may occur.

Let it be understood that:

- In order to receive grant awards, Grantees must hold, and maintain in good standing, their 501(c)(3) non-profit organization designation.
- *Grantees need to acknowledge receipt of the grant award in writing. The SJICF Grants Committee will forward acknowledgement/thank you letters to the appropriate donor, if applicable.*
- Grantees are encouraged to report on the success of the project and how that success is measured.
- Grantees are encouraged to submit, if applicable and appropriate, progress reports and photos for press release purposes.
- *Grantees must identify how granted funds were spent (with itemization) within one year of the grant award. It is expected that funds be spent towards the approved purpose of the grant application.*
- *Grantees needing extensions, or requesting revisions, must submit requests in writing in advance. These requests are subject to the approval of the Board of Directors.*

Note that for Unsolicited Grants and Pass-Through Grants from Donors or Donor Advisors, the Treasurer of the SJICF will strongly encourage, in writing, that the recipient organization acknowledge receipt of the funds in writing. Letters of Acknowledgement will be forwarded by the SJICF to the appropriate donor(s).