

GRANT REPORT GUIDELINES FOR DONOR-ADVISED GRANTS

The donor-advisor(s) of the fund through which your grant has been awarded would be very interested in learning about the impact of this grant. Please report briefly on what difference this grant may have had on your programs, services or activities. The report should help us communicate to the donor(s) the meaningful ways in which the grant supported your efforts. Thank you.

Philadelphia Foundation suggests that all recipients of donor-advised grants over \$250 submit a final report within one year of the grant award period. Your grant report should be directed to Grantmaking Services at grantmakingservices@philafound.org.

Your report can include the following:

1. Grant reference number, which is located at the top of the grant award letter and the grant amount;
2. A financial accounting of how the funds were used;
3. A brief description of your achievements, major accomplishments or generally, how the grant supported your organizations' efforts.

Should you have any questions about the grant report requirements, or related matters please feel free to contact the Philanthropic Services Department.

GUIDELINES FOR PUBLICIZING THE GRANT

We are able to award this grant to you only because generous people have established endowments at the Foundation. We encourage our grantees to publicize their grants to recognize the donors whose funds helped to make these grants possible. Publicity also helps your organization spread the word about your role in the community. Identifying the Philadelphia Foundation as a source of support can lend credibility to your efforts.

All publicity mentioning support from the Philadelphia Foundation should refer to the specific trust fund(s) named in your grant letter. For example, "The grant is being made from the Jane Doe Memorial Fund, following a recommendation by Jane Doe."

We ask that you mention the Philadelphia Foundation's support in your organization's publications, annual reports, newsletters, brochures, and flyers. Please send a copy of these notices to the Foundation.

You should issue a News Release to the media about your grant. Community newspapers and publications in your field of service may be more likely to give you coverage than the larger, region-wide newspapers. Radio stations may be interested if someone can provide an interview on-the-air. TV stations may be interested if the program has great visual appeal. Please call the Foundation office if you have questions concerning publicity. If you receive press coverage of a program supported by the Philadelphia Foundation, please send us a copy.

