

FUNDRAISING FUNDAMENTALS

Part 7 – Stewardship/Donor Relations

Accountability For Your Grant: Stewardship

Once your organization has the support, you must comply with the terms of the grant:

- Make sure you understand the terms and conditions of your grant. Implement your project as proposed to the funder and in accordance with the terms and conditions specified in the grant award notification or other documents from the donor.
- If you feel it is necessary to deviate from the original proposal, submit a revised plan in writing to the donor and be sure you receive their written approval.

Reporting

- Donors, especially foundations, usually tell you what they expect in terms of progress and final reports on the use of their funds. Be sure you know when they are due; what form they should take; and what information is required. If they specify a format, **follow it**. If they provide a form, **use it**.
- At minimum, donors usually ask for or expect the following information:
 - Expenditures to date: you must be able to account for all funds according to the terms of the grant
 - Activities and outcomes to date
 - Unexpected outcomes
 - Description of problems encountered, reasons why project has not progressed as anticipated, reasons why expenditures deviate from estimates

Unless the donor has very strict guidelines about the information they want in the report, think about ways to exceed their expectations. Prepare a report that really gives them a feel for the work you are doing and for the return they are getting on their investment. Giving even a little more than asked will help you stand out among other grant recipients, and will be remembered positively when you seek future funding from the same source.

Example: You received support for an after-school arts program for neighborhood youth. You can send a report that merely states how many youth have attended, how many sessions have been held and describes the work they have done. Or you can supplement this kind of narrative with some testimonials from the kids or a few samples of the work they produced.

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