



REPORTS TO HIGH STAKES FOUNDATION

In general, The High Stakes Foundation requires a final report within 60 days of your organization's year-end. However, if you are applying for a new grant, we ask for a year-end report prior to considering the new funding request.

All reports to The High Stakes Foundation should contain the following information:

1. **Background information:** Give your organization name, project name (if applicable), and amount of grant.
2. **A narrative report that should:**
 - Re-state the goals and objectives described in your proposal.
 - Provide some detail on the activities undertaken in relation to your goals and objectives. What results were achieved? Were any challenges encountered?
 - Report on any key program or staff changes.
3. **Financial information:** Please attach the general financial reports or audited statements of your organization (covering the period of the grant). If the grant was for a particular project, please also submit a financial report showing income and expenses for that specific project. If this grant covers more than one of your fiscal years, a report for each fiscal year is required.
4. **Additional Comments/Observations:** Is there anything else you would like us to know regarding the grant that you received and the activities it supported? Are there any comments or suggestions you wish to offer regarding High Stakes and its grantmaking practices/procedures?

Email reports to: loi@highstakesfoundation.org