

CHARLES H. REVSON FOUNDATION  
GUIDELINES FOR PROGRESS/FINAL GRANT REPORTS

***All progress and final reports must include the following information and be submitted via email:***

Narrative Report

1. State whether the grant report is progress or final; the amount of the grant; the payout schedule; and, in the language of the proposal, the project's original goals and anticipated outcomes
2. Describe the organizational or program achievements that resulted from the grant
3. Describe the way you measured or assessed progress and outcomes and over what time period
4. Describe unanticipated successes as well as setbacks. Were the project's goals modified in any way?
5. Report any significant changes in the original board of trustees, senior staff, or other relevant governance and organizational changes

Required Attachments

6. Organization's statement of income and expenditure (operating budget) for the current year, and projected budget for the following year
7. Actual project income/ expenditure compared to approved project budget. Please explain any discrepancies
8. Complete list of other funders of the organization or project (whichever relevant) for previous, current and forthcoming fiscal year: committed, pending and expected
9. Most recent audited financial statements of grantee *[AND PAYEE, if applicable]*.
  - If the independent auditor's letter was signed and dated more than 12 months ago, please include a short explanation and the expected date of next audit
  - Please report any changes to your organization's IRS 501 (c) (3) nonprofit status since receipt of this grant
10. Press release, if issued and not previously provided.
11. Optional: if project or organization produced relevant materials or received publicity, please attach

Payment Info [If Progress Report]

12. *Full name of organization serving as fiscal pass-through, or "payee" [if applicable]*
13. Grantee [and payee] contact people:
  - a. Name, e-mail address, and phone number of GRANTEE point person
  - b. *[Name, e-mail address, and phone number of PAYEE point person]*
14. Payment info:
  - a. Name of individual and mailing address *(cannot be a P.O. Box)* to which the grant agreement and check should be sent at GRANTEE organization
  - b. *[Name of individual and mailing address (cannot be a P.O. Box) to which the grant agreement and check should be sent at PAYEE organization]*
  - c. How exactly should the grantee's name appear on the check? Must be under 40 characters
15. Contingency evidence [if applicable]:
  - a. If your forthcoming grant payment is contingent on previously specified conditions (such as a fundraising match), provide documentation that such conditions have been met