

REPORTING REQUIREMENTS

The Ploughshares Fund (PF) requires grantees to submit a report thirteen months from the date of award letter (this date is contained in your grant letter and grant agreement. **Please follow these guidelines to prepare your grant report.** The grant report should total no more than six pages, consisting of a cover sheet with identifying information (including the PF grant number), a four-page narrative report and a one page financial report. The value of the report is to highlight and describe the tangible outcomes and results from Ploughshares' grant within the context of the project that was supported. The emphasis of the narrative should be on outcomes from the work, rather than simply outputs such as meetings or events.

PART 1: Page 1 (Identifying Information)

1. Name of the organization receiving the grant
2. Contact person
3. Fiscal sponsor, if applicable
4. Project title
5. Brief description of project
6. Grant amount and grant number
7. Date grant was awarded

PART 2: Page 2-5 (Reporting Information)

Please limit this abstract to no more than four pages. The fundamental purpose of your report is to describe the impact of your project. You may include as an attachment examples of relevant materials that may have resulted from the project, such as publications or reports. Please limit the volume of these attachments.

1. Executive Summary of the project's results and outcomes. Please use the first paragraph to summarize the overall results and outcomes from the project.
2. Evaluation and results. Use this section as your opportunity to describe the progress the project made toward its overall goals, as well as the specific outcomes achieved during the project. Describe both successes and challenges encountered, and what lessons were learned during the project that can inform how you go about the work in the future. While it is important to include specific activities, what is more meaningful is what these activities produced and what results were realized.

Some questions to consider in the narrative section include but are not limited to:

- Did the project's achieved its objectives? Why or why not?
- What progress was made toward the ultimate goal of the work?
- What challenges were encountered?
- What relationships or collaborations were established or improved through the project?
- What ideas or recommendations do you have for the future of the work?
- What are the prospects for the future: will the project continue? Why and how?
- If the grant was to assist in organizational capacity, describe how this was achieved.
- For longer term goals, what progress was made?

PART 3: Page 6 (Financial Report)

This statement should include the following information:

- an overall project budget identical to the one provided in the proposal
- a side-by-side comparison of how PF grant was spent relative to the overall project budget
- other sources of income.

Failure to submit a report will result in withholding payment of any subsequent grant awards to the project. Completed reports should be sent to reports@ploughshares.org.