

CINNABAR FOUNDATION

Cinnabar Grant – Annual Report Guidelines

Successful grantees are required to submit a brief (2–3 pages maximum) grant report no later than January 31 of the year following receipt of the grant award.

The report should be submitted as a pdf document, emailed to gwolfe@cinnabarfoundation.org, and must be received before any future grant application is considered.

General Operating Grant Reports

The report should consist of:

- 1) **A narrative** describing the progress made toward achieving the organizational objectives and impacts described in the grant application; and
- 2) **A financial summary** detailing the organization’s actual operating budget (revenue and expenses) for the calendar year in which the grant was awarded. If Cinnabar’s grant was allocated to a specific expense category, please identify the categories and amounts.

Special Project Grant Reports

The report should consist of:

- 1) **A narrative** describing the progress made toward achieving the project objectives and impacts described in the grant application; and
- 2) **A financial summary** detailing the allocation of Cinnabar’s grant funds to the project expense categories listed in the grant application.

Sample Special Project Grant Expense Reporting Table

PROJECT EXPENSE CATEGORY	PROJECT EXPENSE BUDGET (\$)	ACTUAL PROJECT EXPENSES (\$)	CINNABAR GRANT ALLOCATION (\$)
TOTAL			