

# 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 [cbyrd@cinnabarfoundation.org](mailto:cbyrd@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			