**The Ralph M. Parsons Foundation**

**Report Guidelines**

**Introduction**

Grant reports help The Ralph M. Parsons Foundation understand the opportunities and challenges facing your organization and the broader nonprofit community.  We hope to both celebrate your successes and learn alongside you when things do not go exactly as planned.

We value your time and have streamlined our reporting process based on grantee feedback.  As such, we refined our questions with an eye towards brevity, and will now accept either written or verbal updates, with the goal for the entire process to take less time on your end.   We welcome your feedback on our new approach.

**Deadlines**

Report deadlines are outlined in your Acceptance of Grant. Generally, reports are due on the date stipulated or one year from receipt of grant payment, whichever is later.  We will send a reminder email a few months ahead of the deadline. Should the deadline fall on a weekend or a holiday, reports may be submitted on the following business day.  If you have questions about your deadline, please call the Foundation at 213-362-7600 and ask to speak with grants management.

**Helpful Tips**

1. Written reports are now submitted through our grantee portal instead of by e-mail. You may use this document to prepare your answers before transferring to the portal.

2. Save your work often in the portal so that information is not lost as you copy and paste; your web browser may automatically log you out without warning after a certain amount of inactivity.

3. Please limit the use of bullets and other formatting, as these features typically do not present correctly once the report is submitted.

4.  Avoid using the back button in your browser to navigate through the report.

5. There are options to view a “printer friendly” version of your report or email a draft of the report in the upper-right corner of the screen.

**Upload Instructions for Attachments**

1. Click Browse

2. Select the file from your computer

3. Click Upload after each document

**Grant Report**

To offer greater flexibility, grantees have three options (A, B, or C listed below) for submitting a report:

**Option A: Complete The Ralph M. Parsons Foundation’s grant report**

We recommend a **brief** list or a **short** narrative paragraph to answer each question below.

1. How did our grant help you achieve your intended goals?

2. What were the lessons learned, if any, during the grant period?

3. What are one or two trends/themes you are noticing in your field (e.g. arts, child welfare, education, homeless services, etc.)?

4. Is there anything else you would like to share? (optional)

**Option B: Submit your organization’s annual report, or a grant report already completed for another funder**

Please attach your organizational annual report or grant report, keeping in mind the following:

* Your submitted report should cover at least six months of your grant period and the same project, services, or programs as your grant.
* You do not need to make any changes, add our name, or redact the other funder's identifying information (although you are welcome to do so if you prefer).

**Option C: Schedule a conversation (approximately 30-minute call or Zoom)**

If you selected Option C, we will reach out for scheduling within two weeks of your submission, using the report contact information you provided. The report conversation will be scheduled within one month following your report deadline.

**Feedback & Next Steps**

**We Welcome Your Feedback (optional)**

The Foundation has revised our report format to be more responsive to our grantees and values any feedback you may have on the process.

**Next Steps**

After you submit your chosen report selection, we will email you to acknowledge receipt. If your grant term has ended, you are welcome to re-apply with a new online Letter of Inquiry (LOI) once your report deadline has passed. If this is an interim report (i.e., for a multi-year grant), we will notify you regarding the status of any outstanding payments.

Thank you for taking the time to submit this report.  We look forward to reviewing it and sharing in what you have learned and accomplished!