

**SUMMARY**

RSF requires annual reporting by international organizations until all grant funds have been expended. If you have not yet expended the entire grant amount, please describe the use of the grant funds by providing an annual financial report covering expenditures in your last fiscal year. You will be required to provide this report every year until all grant funds are spent, at which time we require a final financial report covering expenditures over the lifetime of the grant. You will receive email reminders about these reports, and we ask that reports be submitted in English. We are not able to make grants to organizations who have outstanding grant reports.

Please email all reports to: [grantreports@rsfsocialfinance.org](mailto:grantreports@rsfsocialfinance.org)

**I. FINANCIAL REPORT**

For the financial report, please describe the use of the grant funds by providing either a financial report covering expenditures in the last year (if grant funds remain) or a final financial report covering expenditures over the lifetime of the grant (if all grant funds have been spent). If possible, your financial report should indicate how the grant funds were spent in separate cost categories, such as “salaries,” “supplies,” and “travel.”

Example Financial Report:

DATE	AMOUNT OF FUND DISBURSEMENT	DESCRIPTION OF FUNDS USE
1/1/2020	\$5,000.00	\$1,000 Seed Purchase \$500 Office Supplies \$2,500 Garden Tools
2/1/2020	\$1,500.00	\$1,000 Travel \$500 Office Supplies

**II. NARRATIVE REPORT**

The narrative report should describe your grant-related activity and is due to RSF after the grant has been fully expended. You are welcome to include photos and visual materials, but these are not required.

The following are some guiding questions to help you in writing your narrative report:

- How did the funds disbursed help you implement your project or program? What was achieved through this grant?
- What activities took place to fulfill the grant objectives?
- What did you learn as a result of working on your project?
- What changed (if any) from your original proposal?
- How did you involve the community in your project or organization, and whom did the disbursed funds allow you to serve?

If you have any questions about your report, you are welcome to contact Ellie Lanphier at 415.561.6164 or [ellie.lanphier@rsfsocialfinance.org](mailto:ellie.lanphier@rsfsocialfinance.org).