

STANLEY SMITH HORTICULTURAL TRUST

Guidelines for Grant Reporting

The Stanley Smith Horticultural Trust requires a report from each grantee confirming that the funds granted were used for the intended purpose. Reports should be prepared and signed by the individual who requested the grant or the Executive Director. The report also must be signed by another senior level staff member or a member of the Board of Directors.

Reports should be submitted no later than August 1 of the year following payment unless a different date is stated in the grant transmittal letter. The grant period is the calendar year (January 1—December 31) following receipt of the grant transmittal letter. If the term of a funded project extends beyond August 1, a progress report should be made by that date, and a final report should be submitted when the project is completed and all awarded funds have been expended.

Grant reports are narrative and financial summaries – there is no required format or form.

Narrative Summary

Depending on the size of the grant and the complexity of the project, **one page of narrative should be sufficient** for most grants. The narrative summary should include:

- the amount of the grant and date awarded
- a description of how the funds were spent
- an indication of how the funds helped to advance the project
- anything else deemed appropriate or noteworthy

Financial Summary

- A listing of the items funded by the grant and the amount of the grant applied to each item

Submit both summaries in a single report (i.e., do not submit summaries separately), with the two signatures noted above. Please mail only **one copy** of your report. **Faxed and electronic reports are not accepted.** It is generally not necessary to send a report via messenger or overnight carrier service.

The Stanley Smith Horticultural Trust will not consider any further proposals from an organization unless a report on the prior grant is received, in accordance with these guidelines. The report should be submitted separately from any new proposal.

The report, **including an email address to which acknowledgement of receipt will be sent**, should be submitted to the Grants Director at the following address:

Thomas F. Daniel, Grants Director-SSHT
Dept. of Botany, California Academy of Sciences
55 Music Concourse Drive, Golden Gate Park
San Francisco, CA 94118 U.S.A.