

WALLACE
GLOBAL FUND
For a sustainable future



July 13, 2010

Ms. Madeleine Buckingham
President and CEO
Foundation for National Progress
222 Sutter Street
6th Floor
San Francisco, CA 94108

RE: General Support for the Media Consortium

Dear Ms. Buckingham:

Thank you for the signed Project Agreement. Enclosed is a check in the amount of \$50,000. Also enclosed is our Reporting Questionnaire.

We look forward to receiving the final narrative and financial reports on this grant by *July 31, 2011*. If you have any questions or concerns, please feel free to call me.

Sincerely yours,

Tina Kroll-Guerch
Administrative Director

Enclosure: Check # 1481
Reporting Questionnaire



**Foundation for National Progress
General Support for the Media Consortium
Reporting Form for all Wallace Global Fund Grants**

WGF suggests this form be photocopied and distributed to all relevant project personnel. The Fund hopes this format reduces the amount of time and paperwork grantees spend on grant reporting; we welcome your feedback.

As described in the legal and binding Project Agreement signed by each grantee, the Wallace Global Fund requires the submission of project reports. Furthermore, the Fund's Board of Directors has requested reporting on specific elements of all grant projects. In order to aid in the efficient development of project reports, the Fund has prepared a brief set of questions which should facilitate prompt review and approval by Wallace Global Fund staff.

All reports should be clear and candid. While interim reports, when required, can be brief (e.g., a few sentences per question), final reports should be more comprehensive (e.g., no more than one page per question). Punctual receipt of reports is expected. Please contact the Fund prior to the due date should you anticipate a delay in the delivery of reports, as brief, no-cost extensions can be authorized on an as-needed basis.

PROJECT REPORTING

In lieu of traditional, narrative reporting, please answer these questions re the project:

1. Please provide all administrative information pertaining to the grant, e.g., name of grantee organization, title of grant, name of project director, and all necessary contact information for this individual, amount of grant, time frame of grant, whether a renewal proposal has been included or will be forthcoming, etc. This information can be provided in a cover sheet to the project report.
2. Using the original proposal's evaluation framework as a guide, what did the project accomplish, measured against the original objectives?
3. Did the project encounter any unanticipated problems, or even anticipated resistance? If so, please describe the problems and the adjustments required in the original strategy.



4. Would you consider this grant a success or not? Provide a brief explanation of this assessment. (i.e., Did it achieve the goals/objectives laid out in the proposal?)
5. Please feel free to attach or include any brief supporting materials if you feel a key element of your project is not addressed by the above questions.

FINANCIAL REPORTING

Be sure to include:

1. Expenditures against budgeted line items
2. Sources and allocations of all other funds used for the project
3. Explanation of substantial line item variations (over 20%), **all of which must have received prior WGF approval**