

EXHIBIT A - REPORTING GUIDELINES

NVF Grantees are required to provide the following reports that document the progress of their projects:

Interim report: This is a brief report intended to update NVF on the progress of your grant and to inform us of any major challenges or changes in plans. This report can be informal, and can be a repurposed version of something similar you may have already written, such as a blog post or update for your board. Due dates are indicated in Agreement.

1. Narrative should be one or two pages, and should include an evaluation of the progress of your activities, any major successes or challenges encountered, and any recommended adjustments to your work plan.
2. If there have been any major changes in the allocation of funds, please submit a budget summary to indicate how your actual expenses have varied from your budgeted expenses.

You are welcome to include additional relevant materials, such as articles that describe your work or reports or multimedia projects funded by the grant.

Final reports: This is a formal report intended to detail the outcomes you achieved with the grant. Due dates are indicated in Agreement.

1. Narrative (three pages maximum), including the following information:
 - a. Review of goals and objectives
 - b. Summary of project activities and outcomes achieved
 - c. A compelling story illustrative of the work accomplished through the grant
 - d. The full report must include the following certification:

All activities Foundation for National Progress were and are consistent under the Internal Revenue Code Sections 501(c)(3) and 509(a)(1), (2) or (3). If any lobbying was conducted by Foundation for National Progress (whether or not discussed in this report), Foundation for National Progress complied with the applicable limits of Internal Revenue Code Sections 501(c)(3) and/or 501(h) and 4911. Foundation for National Progress warrants that it is in full compliance with its Grant Agreement with the New Venture Fund, dated March 10, 2014, and that, if the grant was subject to any restrictions, all such restrictions were observed.

2. Final financial report including the following information:
 - a. Budget-actual variance report(s) for the project (covering the entire grant period)
 - b. Budget-actual variance report(s) for the entire organization (covering the entire grant period)
3. Copies of any major publications or media generated as a result of the project.

All reports must be submitted electronically to Grace Lee, grace@newventurefund.org. Please be sure to indicate the grant number in your reports. For questions regarding reporting requirements, please contact your project manager.