

Contents of an Annual Report

The contents of your annual report are entirely up to you: no law or regulation requires you to file one. Annual reports typically contain:

- Name and location of the foundation, names of officers and trustees, and name of contact person and ways to reach him or her (telephone, mailing address, and email address);
- History of the foundation and biographical material about the founder;
- Mission Statement and a report of the past year on grantmaking activities undertaken to carry out the mission (grantees and grant amounts are often given);
- Vignettes or longer stories about grantee activities;
- Grant application guidelines, application submission procedures, and grantmaking decision cycles by the trustees;
- Financial statements for the past year; and
- An outlook section looking toward the year to come.