

Annual Report Questions

Please answer the following questions from the annual report that you obtained when you were interviewing the director of the foundation or nonprofit that you chose.

TEACHER NOTE: If a learner did not obtain an annual report, have him/her use the computer in the classroom and go to www.guidestar.org or Private Foundations on the Internet: http://fdncenter.org/for_grantmakers/ to obtain information to answer these questions.

If you are unable to find information that would answer a particular question, put NA or non-applicable.

1. What are the total assets of the organization?
2. Show that there is an increase or decrease in the assets from the previous year.
3. What are the total liabilities of the organization?
4. In what kinds of projects does the foundation or nonprofit invest its resources? List the various types of projects.
5. Are there any projects that are given priority? Why do you believe this is so?
6. What projects are not considered for funding?
7. What are grant deadlines, and how long does the review process take?
8. What are the key elements in this foundation's grant proposals? Is anything else required besides the proposal when you are applying for the grant?
9. How many staff does the organization employ?
10. How many trustees does the organization have? Circle any name you may recognize?
11. How does the organization make grantees accountable for the money they receive?
12. What is the organization's mission statement? Give a brief synopsis.



13. What types of grants were approved recently? Give the dollar amount of each.

Type of Grant	Who received it and how much	Projects and Activities for Each grant

14. What types of employment opportunities are available in the organization? List at least three specific jobs or professions.

15. In your opinion, tell how this organization is true or not true to its mission statement?

16. Would you want to be involved with this organization? Why would you or wouldn't you consider donating or giving your time or talent to this organization?

