



## Brett Family Foundation Social Justice Reporting Form

*Note:* Year-end reports should be submitted by March 1.

Please complete the following **Information Form**. Be sure that your report also includes all requested information from the **Narrative Guide** section below.

**Organization Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Executive Director** \_\_\_\_\_

**Contact (if different from Executive Director)**

**Name** \_\_\_\_\_ **Title** \_\_\_\_\_

**Phone** \_\_\_\_\_ **Fax** \_\_\_\_\_

### NARRATIVE GUIDE

**Please answer the following three questions in no more than two pages.**

1. What progress have you made towards achieving the goals and objectives outlined in your proposal?
2. How has your work in the last year on social justice issues changed your organization's infrastructure, the environment in which you work, and/or your organization's overarching social change strategy? When discussing organizational growth please provide quantitative outcomes where possible (i.e., membership growth, staffing size, budget increases).
3. What is your greatest organizational challenge? How is your organization responding to it?

**Attach the following financial documents to your Year-End Report.**

- Most recent fiscal year end (FYE) financial statements
  - This should include:
    - An income and expense statement
    - A balance sheet
    - A budget vs. actual report comparing actual expenses and revenues to the budgeted expenses and revenues.