



The Latham Foundation — Grant Reporting Requirements

A report for a Latham Foundation grant received in August is due in November the following year. For example, if you receive a grant in August 2026, the report would be due in November 2027. If you plan to apply for additional grant funding in 2027, you would need to include a preliminary report with your grant request.

Your report should be on your organization's letterhead and contain the date and amount of the grant received.

Reporting and Measuring Impact

Grantees must provide specific, measurable methods for evaluating program outcomes. Vague or anecdotal reporting alone will not satisfy this requirement. The following impact measures are required.

1. **Participant Data:** Report the total number of individuals served, including a breakdown by age group or demographic where applicable.
2. **Qualitative Documentation:** Collect and submit participant reflections, written testimonials, photo or video documentation, or case studies that illustrate the program's impact in human terms.
3. **Program Summary Report:** Submit a written summary report to The Latham Foundation within ninety days of program completion. This report must include quantitative and qualitative evidence, a description of challenges encountered, and recommendations for program improvement.

If you received a grant last year, you must include an interim report with your new proposal.

Grantees must describe specific tools and instruments they will use to collect data, how that data was analyzed. Please communicate the results in your report. This should include information on participant data and documentation.

Please submit your report in pdf format to grants@latham.org.