

<b>FIELD DESCRIPTIONS</b>			
<b>FIELD</b>	<b>DESCRIPTION</b>	<b>EXAMPLE(S)</b>	
1	<b>Unique Transaction ID</b>	Unique ID supplied by grant maker used to identify grant. This may be alpha, numeric, or alphanumeric data and should align with the ID in your grants management software	<ul style="list-style-type: none"> <li>• 644192</li> <li>• 2014-194611</li> <li>• Ed-19822</li> </ul>
2	<b>Recipient Name</b>	Full legal name of recipient organization	<ul style="list-style-type: none"> <li>• Stanford University</li> <li>• Kudirat Initiative for Democracy</li> </ul>
3	<b>Unit/Department/Chapter</b>	Subdivision or department of recipient organization to which support was awarded or designated	<ul style="list-style-type: none"> <li>• School for International Policy</li> <li>• Atlanta Chapter</li> </ul>
4	<b>EIN or International Registry Number</b>	Recipient organization's Employee Identification Number or international equivalent (i.e. UK Charity Commission Registry Number)	941156365
5	<b>Street Address</b>	Primary address information for recipient	<ul style="list-style-type: none"> <li>• 295 Galvez Street</li> <li>• 60 Lanre Awolokun St.</li> </ul>
6	<b>Address</b>	Additional address information for recipient	<ul style="list-style-type: none"> <li>• Box 2C</li> <li>• Gbagada Phase 2</li> </ul>
7	<b>City</b>	City of recipient's primary address	<ul style="list-style-type: none"> <li>• Stanford</li> <li>• Lagos</li> </ul>
8	<b>State/Province</b>	State or province of recipient's primary address. For U.S. organizations, standard two letter abbreviation is preferred. <i>This is optional for non-U.S. recipients but should be supplied when supplying a street address and to insure accurate mapping of recipients</i>	<ul style="list-style-type: none"> <li>• CA</li> <li>• Kaduna</li> </ul>
9	<b>Postal Code</b>	Postal code used for mailing purposes. US postal codes must be numeric; non-U.S. codes may be alphanumeric	<ul style="list-style-type: none"> <li>• 94305</li> <li>• W1T 6LP</li> </ul>
10	<b>Country</b>	Country of recipient's primary address	<ul style="list-style-type: none"> <li>• United States of America</li> <li>• Nigeria</li> </ul>
11	<b>Grant Title</b>	Short descriptive title for the grant or other support	For the Woods Institute Leopold Fellowship

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12	<b>Grant Description</b>	Summary of the specific purpose or objective of the grant or other support	For Spark grant to provide adolescent girls with training, apprenticeships and mentorships in nontraditional skills, as well as linking them to professional opportunities in these area
13	<b>Amount</b>	Specific amount paid or authorized during the report's giving period. Please provide either the amount for grants Paid or new grants Authorized in the fiscal year. <i>Please indicate in your cover email if you are sending in payments or authorizations.</i>  When reporting Authorized amounts for multiyear grants, the grant should only be reported for the full value in the year it was authorized to avoid duplication in subsequent years.	<ul style="list-style-type: none"> <li>• \$350,000</li> <li>• €284345.94</li> </ul>
15	<b>Currency</b>	Currency type and/or currency symbol	<ul style="list-style-type: none"> <li>• USD</li> <li>• €</li> <li>• EUR</li> </ul>
16	<b>Fiscal Year End</b>	Date that marks the end of the Fiscal Year associated with Report. The Fiscal Year End Date must be consistent for all grants made in the same fiscal year. Please format as mm/dd/yy or Month, Day, Year. Four digit year will also be accepted.  For example, if your fiscal year end is not 12/31 all grants made between 10/1/14 and 9/30/15 would be supplied with Fiscal Year as 2015	<ul style="list-style-type: none"> <li>• 09/30/2015</li> <li>• September 30, 2015</li> <li>• 2015</li> </ul>
17	<b>Duration in Years</b>	Duration of funding at the time the support was awarded, expressed in years. <i>Not required if duration is provided in months</i>	3
18	<b>Duration in Months</b>	Duration of funding at the time the support was awarded, expressed in months. <i>Not required if duration is provided in years</i>	36
19	<b>Grant Start Date</b>	Start date for award. Please format as mm/dd/yy or Month, Day, Year	<ul style="list-style-type: none"> <li>• 1/15/2015</li> <li>• January 15, 2015</li> </ul>

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20	<b>Grant End Date</b>	End date for award. Please format as mm/dd/yy or Month, Day, Year	<ul style="list-style-type: none"> <li>• 1/15/18</li> <li>• January 15, 2018</li> </ul>
21	<b>Transaction Type</b>	Brief description of the type of award being distributed. Please refer to Foundation Center's Philanthropy Classification System for a complete list of Transaction Types <link/transaction_types>. Cash grant will be assumed if no other evidence to indicate otherwise is provided. Please be sure fair market value or equivalent amount is supplied in Amount column.	<ul style="list-style-type: none"> <li>• Cash grant</li> <li>• In-kind gift</li> <li>• Program related investment</li> </ul>
22	<b>Geographic Area(s) Served</b>	<p>Details about the location(s) where the work being supported will take place when it's not the same as the recipient's location. Please refer to Foundation Center's geographic standard called GeoTree &lt;geotree.foundationcenter.org&gt;.</p> <p>Please be sure to provide at least one parent/child relationship when listing places to insure the correct place is being assigned - such as city, state; neighborhood, city, state; city, state, country; or region, state.</p> <p>The Geo Area Served sheet details all of the place types that can be reported. This may be used to provide Geo Area Served data in place of, or in addition to, the Geo Area Served column in the main template. Please be sure to include the Unique ID when using the Geo Area Served sheet so the data can be properly assigned to the parent transaction.</p>	<ul style="list-style-type: none"> <li>• Springfield, Illinois</li> <li>• The Castro, San Francisco, CA</li> <li>• Lagos, Nigeria</li> <li>• Ganges Delta, Asia</li> </ul>
23	<b>Grant Program Area</b>	Specific program area name used by the grantmaker to categorize the support. Grant program area is not required if grant activity is supplied.	<ul style="list-style-type: none"> <li>• Early Childhood School Readiness</li> <li>• LGBTQ Rights</li> <li>• Environment and Conservation Efforts</li> </ul>

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24	<p><b>Grant Subject(s)/Activities(s)</b></p> <p>Specific subjects or activities used by the grantmaker to categorize the support. If possible, when assigning multiple codes, please list codes in order of priority.</p> <p>Please separate multiple terms with a semicolon (;). When providing a string of codes in a hierarchy, please separate levels using a forward slash (/). Consider using the Foundation Center's Taxonomy: <a href="http://taxonomy.foundationcenter.org/subjects">http://taxonomy.foundationcenter.org/subjects</a>. When using the Center's taxonomy there is no need to provide the hierarchy string; please provide the lowest level child term that is applicable.</p>	<ul style="list-style-type: none"> <li>• Elementary education</li> <li>• Food sovereignty; Community and economic development</li> <li>• Science/Technology/Robotics</li> </ul>
25	<p><b>Grant Population Group(s) Served</b></p> <p>Specific population group(s) served or being targeted by the support. Groups may be identified by gender, age, race and ethnicity and other indicators. Please separate multiple terms with a semicolon (;). When providing a string of codes in a group, please separate terms using a forward slash (/). Please refer to the Foundation Center's Population Served taxonomy: <a href="http://taxonomy.foundationcenter.org/population-groups">http://taxonomy.foundationcenter.org/population-groups</a>. When using the Center's taxonomy there is no need to provide the hierarchy string; please provide the lowest level child term that is applicable.</p>	<ul style="list-style-type: none"> <li>• Victims of crime and abuse</li> <li>• Teens; Preteens</li> <li>• Male, Adults/Hispanic/Immigrants</li> </ul>
26	<p><b>Grant Support Strategy(ies) (Formerly called Type of Support)</b></p> <p>Overarching approach, methodology or potential outcome of the work and programs being supported. Please refer to the Foundation Center's Support Strategies taxonomy: <a href="http://taxonomy.foundationcenter.org/support_strategies">http://taxonomy.foundationcenter.org/support_strategies</a></p>	<ul style="list-style-type: none"> <li>• General support</li> <li>• Program support</li> <li>• Convenings</li> <li>• Systems reform</li> </ul>
27	<p><b>Recipient Organization Type</b></p> <p>Legal status and or primary function of organization. Please refer to the <a href="http://taxonomy.foundationcenter.org/organization-type">http://taxonomy.foundationcenter.org/organization-type</a></p>	<ul style="list-style-type: none"> <li>• Community foundation</li> <li>• Public charity</li> <li>• Religious place of worship</li> </ul>
28	<p><b>Recipient Mission Statement</b></p> <p>Recipient Statement of Purpose or Mission Statement of the recipient.</p>	

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29	<b>Recipient Subject(s)/Activities(s)</b>	<p>Specific field(s) of activity or primary subject terms used to categorize the recipient. If possible, when assigning multiple codes, please list codes in order of priority.</p> <p>Please separate multiple terms with a semicolon (;). When providing a string of codes in a hierarchy, please separate levels using a forward slash (/). Consider using the Foundation Center's Taxonomy: <a href="http://taxonomy.foundationcenter.org/subjects">http://taxonomy.foundationcenter.org/subjects</a>. When using the Center's taxonomy there is no need to provide the hierarchy string: please provide the lowest level child term that is</p>	Higher education, university
30	<b>Recipient Population Group(s) Served</b>	<p>Primary population group(s) served by the recipient as part of their ongoing mission. Groups may be identified by gender, age, race and ethnicity and other indicators. Please separate multiple terms with a semicolon (;). When providing a string of codes in a group, please separate terms using a forward slash (/). Please refer to the Foundation Center's Population Served taxonomy: <a href="http://taxonomy.foundationcenter.org/population-groups">http://taxonomy.foundationcenter.org/population-groups</a></p>	Young adults
31	<b>Recipient Strategy(ies)</b>	<p>Overarching approach, methodology and intended outcomes of the recipient's work and programs. Please refer to the Foundation Center's Support Strategies taxonomy: <a href="http://taxonomy.foundationcenter.org/support_strategies">http://taxonomy.foundationcenter.org/support_strategies</a></p>	<ul style="list-style-type: none"> <li>• Art exhibitions</li> <li>• Advocacy</li> <li>• Research and evaluation</li> </ul>
32	<b>Recipient URL</b>	Recipient web address preferably hypelinked	<a href="http://www.foundationcenter.org">www.foundationcenter.org</a>
33	<b>Recipient Telephone</b>	Recipient telephone number	+234 803 365 2200
34	<b>Recipient E-mail Address</b>	Email address for recipient associated with grant	<a href="mailto:jeannine@foundationcenter.org">jeannine@foundationcenter.org</a>
35	<b>AKA</b>	Recipient may be Also Known As another name	
36	<b>DBA</b>	Recipient may Be Doing Business As another name	
37	<b>FKA</b>	Recipient may be Formerly Known As another name	
38	<b>Recipient 2nd Address</b>	Secondary Recipient address	
39	<b>Recipient's 3rd Party ID - Description</b>	Name of third party supplying the additional unique identifier	<u>Bridge ID</u>
40	<b>Recipient's 3rd Party ID</b>	ID number supplied by the party listed above	BR-123456

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41	<b>Grant Outcome</b>	Details about specific outcomes of the grant. To be added to grant record as an update based on reports received from recipient. Unique Transaction ID *field must be provided for Foundation Center to capture updates and not create duplicate grant entries with new reporting information	Reduced malaria cases in children under 12 by 10%
42	<b>Grant Outputs</b>	Details about specific outputs of the grant. To be added to grant record as an update based on reports received from recipient. Unique Transaction ID *field must be provided for Foundation Center to capture updates and not create duplicate grant entries with new reporting information	500 people received free lunches during the 2014 school year
43	<b>Fiscal Agent's Name</b>	Name of fiscal agent/sponsor, receiving grant funds	
44	<b>Grant Shared With</b>	Name of organization(s) with whom grant was shared	
45	<b>Grant Made With</b>	Name of other funder(s) who contributed	
46	<b>Fund Name</b>	Specific fund name from which grants were allocated	<ul style="list-style-type: none"> <li>• The President's Fund</li> <li>• The Smith Family Fund</li> </ul>
47	<b>Fund Type</b>	Type of fund from which grant awarded -- generally from a public charity or community foundation	<ul style="list-style-type: none"> <li>• Donor advised fund</li> <li>• Giving circle</li> <li>• Supporting Organization</li> </ul>
48	<b>Fund Sub-Type</b>	Details about type of fund from which distributions were made -- generally from a public charity or community foundation	<ul style="list-style-type: none"> <li>• Unrestricted</li> <li>• Temporarily Restricted</li> <li>• Permanently Restricted</li> </ul>
49	<b>Additional Notes</b>	Specific notes instructing Foundation Center on how data should be handled	Any of the foundations with a * next to the name would be a shared grant with a United Way
50	<b>Name to use for Grants To Individuals</b>	Name of recipient as it should appear in public records. The Center automatically publishes grants to individuals as Anonymous unless otherwise stated. If you would like us to publish a name other than Anonymous please indicate the preferred name here	<ul style="list-style-type: none"> <li>• Dr. John Robert Smith</li> </ul>