

## How to Submit Grants Data

Each year, at least 80 Ariadne members submit their grants data as part of this research, for a current total of 200 member grantmakers to be included.

We are asking grant-makers to submit **ALL of their calendar year authorised grants data**, not solely human rights or social change data. **There are two simple ways to do this:**

- Excel or Word document

The Foundation Center has an Excel template in which you can enter your data directly. You can find this [template](#) on the Ariadne website, or you can email Lori Klos, Communications and Events Manager at [lori.stanciu@ariadne-network.eu](mailto:lori.stanciu@ariadne-network.eu) for a copy.

Alternatively, you can submit your own excel form or word document with your grants data. Send completed files to [lori.stanciu@ariadne-network.eu](mailto:lori.stanciu@ariadne-network.eu). If you prefer, you can submit your grants data in languages other than English.

The most critical information to include is:

- Grant amount and year
- Grantee name and location
- Grantee description (can be very brief)
- Grant description
- Population served (if any)
- Geographic area served (if different than grantee location)
- How you wish the information to be treated, as anonymous or not.

- GIFTS grants management software

If you use GIFTS, you can export your data directly to the Foundation Center. Detailed instructions are located here: [http://foundationcenter.org/grantmakers/me\\_instr.html](http://foundationcenter.org/grantmakers/me_instr.html)

**What we will do:** A working definition of human rights grantmaking was created by HRFN and Ariadne members in March 2011. The Foundation Center will use this definition to determine which grants are considered human rights. Using this definition, instead of individual foundations' internal coding systems, will enable a more standardised view of the field and provide a solid benchmark to track trends over time.

**Confidentiality:** We would prefer to receive as detailed grants information as possible, but also understand and appreciate concerns about privacy and confidentiality. If grantee anonymity is of concern, please list the grantee as 'anonymous' and provide the grant amount, grant year, grantee country and basic description of the grant purpose (i.e. 'resource rights' or 'women's rights'). This information is very helpful in determining the amount of human rights funding by country and issue area. If providing this level of detail is not possible, please share with us how much you gave overall to human rights in the respective year, as this can be included in estimates of total human rights funding. If you are concerned with your own anonymity, please provide as much grants data as you feel comfortable and note clearly that that you wish to be portrayed as an anonymous funder. **THANK YOU!**