

Dear President:

Enclosed for your response is the annual financial report form and instructions for the grant(s) that your institution has received under the Endowment Challenge Grant Program authorized by Title III of the Higher Education Act of 1965, as amended.

This financial reporting form will be utilized for Title III, Part A, Title III Part B, Title V Program Endowment Activities, and Title III Part C Endowment Challenge Grant Programs. The purpose of this Annual Financial Report is to have the grantees report annually the kind of investments that have been made, the income earned and spent, and whether any part of the Endowment Fund Corpus has been spent. This information allows us to give technical assistance and determine whether the grantee has compiled with the statutory and regulatory investment requirements. Responses to the collection of information are required consistent with the provisions of P.L. 98-95 Section 331 under the Endowment Challenge Grant, HEA 1965, as amended. As these materials contain no confidential information, these application materials will become part of ED's public records.

Please read the instructions. If your institution has received more than one Endowment Grant, complete and submit a separate financial report for each grant. Feel free to make additional copies of the financial report forms as needed.

You are to submit the completed financial report(s) within ninety days after the end of your institution's or foundation's fiscal year:

1. If this date is 06/30/10, then your report is due 09/30/10
2. If this date is 12/31/10, then your report is due 03/31/11
3. **If this date is different from those cited above, please send your financial report(s) ninety days thereafter**

If you have any questions about the instructions or the financial report form, please call your program officer.

Sincerely,

James E. Laws, Jr., Ed.D.
Director
Institutional Development and
Undergraduate Education Service