

grant no.:

grant amount: $

INTERIM REPORT DUE:

INTERIM REPORT INSTRUCTIONS

**ORGANIZATION NAME**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CONTACT PERSON**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PHONE NUMBER**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**E-MAIL ADDRESS**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



**PROJECT NAME**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**GRANT PERIOD**: FROM \_\_\_\_\_\_\_\_\_\_\_\_\_\_TO \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**TIME PERIOD COVERED BY INTERIM REPORT**: FROM \_\_\_\_\_\_\_\_\_TO \_\_\_\_\_\_\_\_\_\_\_

**PERSON COMPLETING REPORT**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**TITLE:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SIGNATURE**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DATE**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Project Implementation**

Is your project being implemented as planned? \_\_\_\_\_\_\_

If no, please explain any deviations from the plan.

1. **Project Evaluation**

Please list the outcomes presented in your proposal and provide the following information for each of them:

* How are you measuring progress toward this outcome?
* Status to date.
* Is the outcome likely to be achieved by the end of the grant period?

Please comment as warranted.

1. **Project Budget**

Does the approved budget accurately reflect the project’s actual expenses to date? If no, please explain.

1. **Community Foundation Principles for Competitive Grantmaking**

Looking ahead to your final report on this project, we ask you to consider how its implementation is aligning with the principles listed below.

With regard to your replies to the following three questions:

* If yes: please describe.
* If no: do you anticipate any progress toward these principles by the end of the grant period?

1. Structural change and innovation

Does it seem likely your project will improve policies, systems, operations, or relationships that will affect the issue being addressed?

1. Collaboration and inclusion

Have stakeholders been involved in the planning, implementation, and evaluation of your project? What partnerships have played a role in the status of your project?

1. Leveraged assets

Is your project leveraging new or existing assets, organizations, relationships, initiatives, and investments to improve its impact, efficiency, and sustainability?

**You may submit your report electronically to** [grants@racf.org](mailto:grants@racf.org)**, by fax to (585) 271-4295, or by mail to:**

Community Programs Department

Rochester Area Community Foundation

500 East Avenue

Rochester, NY 14607