

Interim Report Template – Common Grants

Type of Grant:

- ☐ Programmatic
- ☐ Operating
- ☐ Capital

Number of Goals

#

GRANT GOALS

For each grant goal identified, please complete the sections below. Responses should reflect the baseline from the beginning of the grant period, if applicable, and a progress update based on activities completed to date during the grant period.

Goal 1: [pull from grant terms]

1. **Baseline at Start of Grant:** Describe the starting point related to this goal from the beginning of the grant period, if applicable.

2. **Current Status of Goal and Progress to Date:**

- ☐ On Track
- ☐ Progressing with Minor Delays
- ☐ Significant Challenges Impacting Progress
- ☐ Not Yet Started
- ☐ Completed Ahead of Schedule

Goal 1 Status Description

Please describe any progress and details behind the current status of this goal during the reporting period:

Goal 2: [pull from grant terms]

1. **Baseline at Start of Grant:** Describe the starting point related to this goal from the beginning of the grant period, if applicable.

2. **Current Status of Goal and Progress to Date:**

- ☐ On Track
- ☐ Progressing with Minor Delays
- ☐ Significant Challenges Impacting Progress
- ☐ Not Yet Started
- ☐ Completed Ahead of Schedule

Please describe any progress and details behind the current status of this goal during the reporting period:

Goal 3, etc: [pull from grant terms]

1. **Baseline at Start of Grant:** Describe the starting point related to this goal from the beginning of the grant period, if applicable.

2. **Current Status of Goal and Progress to Date:**

- ☐ On Track
- ☐ Progressing with Minor Delays
- ☐ Significant Challenges Impacting Progress
- ☐ Not Yet Started
- ☐ Completed Ahead of Schedule

Please describe any progress and details behind the current status of this goal during the reporting period:

OPERATING NARRATIVE (if applicable)

1. **Operating Narrative:** To date, how has the grant strengthen organizational capacity (staffing, systems, wrap around services, governance, training, fundraising, marketing & communications, etc.)?

CAPITAL NARRATIVE (if applicable)

1. **Capital Narrative:** To date, has there been any changes to the project/capital scope, design, cost, or implementation plans?

PROGRESS & CHALLENGES

1. **Progress Narrative:** Please provide an overall status update on the grant, including major accomplishments, current progress, and any developments during the reporting period.

2. **Challenges or Barriers Encountered:** Please describe any significant challenges, barriers, or delays encountered during the grant period and how they affected implementation or progress.

BUDGET & FINANCIALS

How much of the awarded grant amount has been spent down to date? (i.e. if your organization was awarded a total of \$100,000 and you have spent \$40,000 of that amount by the time you complete this report, you would enter '40000').

Please identify how grant funds have been spent to date in the budget fields below.

1. Personnel: Actual Total
2. Operating: Actual Total
3. Program Expenses: Actual Total
4. Professional Services: Actual Total
5. Capital: Actual Total
6. Professional Development: Actual Total

1. Please describe how grant funds have been spent to date.

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Optional Document Uploading

Internal Documents