interim grant report guidelines: core support

An interim report must be submitted by the date specified on the grant agreement, as described below.

**report elements**

* **Narrative report:** Address the following, in a sequence and with headings of your choosing. Note that there is no need to repeat yourself, should any of these questions encourage redundancy.
* What progress did you make against your organizational goals during this grant period? Do you foresee any changes to your goals going forward?
* If applicable, list any other highlights from this period that you feel are important to share (e.g., new opportunities discovered, partnerships developed/deepened).
* If applicable, how has the context for your work changed since this grant was awarded, and how has this affected the way you are thinking about or approaching your work?
* What challenges—internal and external—have you faced, and how are you addressing them?
* How do you expect the Foundation’s sunset to affect your organization/program/project? What, if anything, are you doing to prepare?
* What feedback/advice do you have for the Foundation? Please tell us at least one thing working well in your engagement with the Foundation, and at least one thing that could be better.
* **Required attachments:**
* Organization budget for the current fiscal year
* Audited financial statements for the most recent fiscal year

**formatting instructions**

* Use standard serif or non-serif fonts (e.g., Times New Roman, Calibri) and font size (10-12).
* Include page numbers and the date in the footer.

**SUBmISSION INSTRUCTIONS**

Please submit your report and attachments through the grants portal.