interim grant report guidelines: capital projects

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.
* Attach the original project timeline, and discuss the status of the project in relation to the original plan.
* Explain any proposed adjustments to the project timeline going forward, as well as any adjustments to the SMART objectives for the grant, if applicable. *Note: Be sure to detail any proposed adjustments to the budget in the financial report, per below.*
* If applicable, list any other highlights from this period that you feel are important to share (e.g., unexpected project outcomes, relevant organizational achievements, etc.).
* What challenges have you faced in your capital campaign/capital project, and how are you addressing them?
* What risks to the capital campaign/capital project remain, if any, and how do you plan to mitigate them?
* What are your contingency plans should the project fall short of key milestones? How, if at all, is your capital campaign/capital project affecting your ability to secure general operating revenue?
* 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.
* **Financial report:** Provide the following.
  + A detailed table of original project budget figures, actual revenues/expenses and variances to date, and if applicable, proposed budget adjustments and variances going forward
  + Notes on any actual or proposed variances of more than 10% from the original budget
  + An update on capital campaign results, including funds secured, total pledges of support, and pledges at risk, if any
* **Additional 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.