

**INTERIM Report for Multi-Year Grants**

Grant # \_\_\_\_\_

Date of Submission \_\_\_\_\_

**Instructions**

- Please use this form only for reporting on your interim progress on multi-year grants.
  - If you are submitting a report as part of a request for renewal funding, please use the [Progress Report template](#).
- Interim reports for multi-year grants are **due 30 days after the end of each year** of funding.
- A comprehensive final report (using the [Final Report template](#)) is due 2 months after the grant ends.
- This form must be signed below by an authorized signatory of the grantee organization. For fiscally sponsored projects, the authorized signatory must be a representative of the fiscal sponsor.
- Upload the completed document (Word, Excel, PDF format) in your follow-up form on our [portal](#).
- For questions about reporting requirements, or if you cannot submit your report by the deadline, please contact Grants Manager, Jina S. Freiberg at [jfreiberg@publicwelfare.org](mailto:jfreiberg@publicwelfare.org).

**Name of Organization (or fiscal sponsor):** \_\_\_\_\_

**Name of Fiscally Sponsored project, if applicable:** \_\_\_\_\_

**Grant Period:** \_\_\_\_\_

**Time Period Covered by Interim Report:** \_\_\_\_\_

**Total grant received from the Public Welfare Foundation:** \_\_\_\_\_

**Total amount of UNEXPENDED funds as of the date of your report:  
(only for Program/Project Support Grants)** \_\_\_\_\_

**Required Confirmation: I confirm that the information contained in this report is accurate and complete.**

\_\_\_\_\_  
**Signature of Chief Executive Officer or Other Authorized Signatory** (For fiscally sponsored projects, signatory must be a representative of the fiscal sponsor, and project director must sign below as well):

**Printed Name and Title:** \_\_\_\_\_

**Date of Signing:** \_\_\_\_\_

\_\_\_\_\_  
**Signature of Fiscally Sponsored Project Director/ Authorized Signatory, if applicable**

**Printed Name and Title:** \_\_\_\_\_

**Date of Signing:** \_\_\_\_\_

**Interim reports include both a narrative and financial reporting requirements.**

**Narrative Instructions:**

- The interim report is meant to be a brief summary of the grant activities and progress toward outcomes during the year on which you are reporting. A more comprehensive report on the entire grant period will be requested at the conclusion of the grant.
- Please limit the interim report to **no more than four pages**
- Respond to the following questions for the year of funding on which you are reporting. You may use bulleted format as appropriate.
  - (1) Describe the activities you have conducted pursuant to the grant proposal and progress you have made towards your desired outcomes during the period covered by this report.**
  - (2) Describe any unexpected obstacles or delays in your work during this period. Indicate plans to remedy any problems in the period ahead.**

**Financial Reporting Instructions:**

Please provide the following information about receipt and expenditure of your PWF grant **for the time period covered by this report:**

**For general support grants:**

- Provide a financial statement listing your organization's actual income (including a line item for the funds you received from the Public Welfare Foundation) and line item expenditures for the time period covered by this report.

**For project support grants:**

- Please see the sample financial reporting template available [here](#).
- We ask that you provide the project's actual income and a line-by-line reconciliation of the actual project expenditures to date with the approved project budget you submitted with your proposal.
- Note any modifications that were made.