

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**](http://www.publicwelfare.org/grants-process/grantee-forms-and-templates/)**.**
* 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**](http://www.publicwelfare.org/grants-process/grantee-forms-and-templates/)**)** 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](https://www.grantinterface.com/Common/LogOn.aspx?eqs=ULUxrLEqb2ylPO51qQoC27kbk4I3T7lC0).
* For questions about reporting requirements, or if you cannot submit your report by the deadline, please contact Maria-Veronica Banks, Grants Manager ([mbanks@publicwelfare.org](mailto:mbanks@publicwelfare.org)).

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| --- | --- |
| **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.**

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**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:** |  |

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| --- | --- |
| **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](http://www.publicwelfare.org/grants-process/grantee-forms-and-templates/).
* 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.