

INTERIM Financial Report for Multi-Year Project/Program Grants

**Instructions**

**All reports are completed and submitted through our grants management database. This form can be used as reference of the questions on the portal, but please do not use this form to submit the interim report.**

* Please use this reference form only if you were awarded a two-year project/program grant. **General operating grants do not have to submit an interim report.**
* 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 (see the [**Final Report template**](http://www.publicwelfare.org/grants-process/grantee-forms-and-templates/)**)** is due 2 months after the grant ends.
* For questions about reporting requirements, or if you cannot submit your report by the deadline, please contact Grants Manager, Anne-Myriam Adrien at amadrien@publicwelfare.org.

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| **Grant Period:** |  |

|  |  |
| --- | --- |
| **Time Period Covered by Interim Report:**  |  |

|  |  |
| --- | --- |
| **Total grant received from the Public Welfare Foundation:** |  |

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

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

**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 and 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.