**Uniform Grant Report (UGR) Interim Report\***

**ALWAYS refer to the granting foundation’s reporting requirements PRIOR to submitting the UGR.**

**Specify the time-frame of the Interim Report (e.g. 6-month, annual, etc.) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**TYPE OF SUPPORT GRANTED: \_\_\_\_\_\_ operating \_\_\_\_\_\_ capital \_\_\_\_\_\_\_special project \_\_\_\_\_\_\_program \_\_\_\_\_\_\_\_capacity building**

**GRANTEE:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **GRANT CONTRACT #:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PROJECT/PROGRAM NAME** (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NAME & TITLE OF PERSON REPORTING**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**TELEPHONE NUMBER**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **E -MAIL ADDRESS**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***FINANCES:* TOTAL** BUDGETED FUNDS FOR PROJECT FROM **ALL** SOURCES***: \_\_\_\_\_\_\_\_\_\_\_\_\_***

**TOTAL** FUNDS PLEDGED OR PAID FROM **ALL** SOURCES TO DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Include any information about requests for funding which have been postponed, denied, or have had no response.)

**TOTAL** BUDGETED PROJECT EXPENSES: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ACTUAL EXPENSES** INCURRED TO DATE ON THE **PROJECT**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**WILL THE BUDGET SUBMITTED WITH THE PROPOSAL REQUIRE REVISION?\_\_\_\_\_\_\_** (If so, please tell us how this is being addressed.)

***SCHEDULE:* PLANNED TIMELINE FOR PROJECT**: FROM: \_\_\_\_\_\_\_\_\_\_\_\_\_to\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**IS PROJECT PRESENTLY ON SCHEDULE?** \_\_\_\_\_\_\_\_\_\_ (If not, please indicate reasons.)

**\*Grantee keeping Grantor informed of significant changes to the funded project in a timely manner is required, and receipt of future funding is dependent on such timely reporting.**

Please only answer the questions on pages 2 & 3 that apply to your specific grant.

**Uniform Grant Report (UGR)**

**Interim Report**

Please answer ***only*** the questions that are related to the type of funding that your organization has been awarded. ***FOR PROGRAM, CAPACITY BUILDING AND SPECIAL PROJECT GRANTS:***

**1. Provide a brief overview of the primary accomplishments of your project to date, and the**

**activities undertaken to carry it out.**

**2. What were the original goals and measurable objectives of your funded proposal?**

**3. Report on the specific outcomes of your proposals’ original objectives to-date. What**

**methods were used to measure your original objectives? (Use quantitative data when available)**

**4. What unanticipated problems and or changes have you encountered to-date in carrying out**

**the project and how are you managing these problems?**

**5. Is your project on-schedule? If not, how are you revising the time-line of deliverables?**

***FOR CAPITAL GRANTS****:* ***(equipment, construction, capital campaign, etc.)***

**1. Update the status of fundraising and loans related to your project during the reporting**

**period.**

**2. Describe any changes in costs of the project and how they affect plans going forward.**

**3. Describe any challenges faced and how those challenges were addressed.**

**4. Is your project on-schedule? If not, how are you revising the time-line?**

***FOR OPERATING SUPPORT:***

**1. Briefly restate the plans outlined in your original request for operating support.**

**2. Describe the impact of the granted operating support on the organization’s long-term**

**sustainability to-date.**

**3. What changes has your organization made to-date in the way it operates to ensure its long-**

**term sustainability?**

**4. Has this grant for operating support been instrumental in attracting additional resources in**

**the form of people, money, goods, services, or publicity? If so, please describe.**

**5. List other funding sources and amounts received (over $1,000) during this period that have**

**contributed to the long-term sustainability of your organization.**

***OPTIONAL:*** You may include press releases, recent newspaper/magazine articles, photographs, brochures, or other materials highlighting the grant-funded activities and accomplishments.