

Note: This form is applicable only for two-year project grants. It is due one year after the grant is made. Disbursement of the second year of the two-year grant will be made after this report has been received.

The Fund for Greater Hartford

INTERIM REPORT FORM

INSTRUCTIONS

- Please type and single-space all reports.
- Please answer all of the questions in the order listed.
 - Please use headings as provided.
 - Please submit only one copy.

Date: _____

SECTION A

Name of organization: _____

Name of executive director: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

Contact person: _____ Title: _____

SECTION B

Project name: _____

Purpose of grant: _____

Grant period: ___/___ to ___/___

Period covered by this report: ___/___ to ___/___

Grant amount: _____

Signature of executive director: _____ Date: _____

Typed or printed name and title: _____

NARRATIVE

SECTION 1: Status of Project (no more than two pages total)

1. Interim Results

- a. List the original goals and objectives of the grant, and tell whether they have been met during this reporting period.
- b. Describe outstanding goals and their status.
- c. Variance from original project plans often occurs. In what ways does the actual project vary from your initial plans? Describe how and why.
- d. Describe any unanticipated benefits or challenges you are encountering with this project.

2. Lessons Learned

- a. What are the most important outcomes and “lessons learned” so far from this project?
- b. How are you using what you have learned to adapt the project?

SECTION 2--FINANCIALS

1. Using the original budget included with your proposal, provide detailed expenses and income for the project for this period. Provide narrative on any variances from the original project budget.
2. Include a detailed, complete accounting of how the specific grant dollars from The Hartford Courant Foundation were spent.
3. Who else has funded this project, and at what level?

SECTION 3—OUTCOMES

This Outcome Report was included in your original application. Please review your submission and make adjustments where necessary.

Interim Outcome Report (For submission at the end of the first year of funding.)

Program Activities	Shorter-Term Outcomes	Longer-Term Outcomes
<p>Things the staff or program will do or provide. Please indicate the number or frequency where applicable.</p>	<p><i>The change in knowledge, skills, behavior, condition, or attitude, etc. that the client will achieve in the "short-run" as a result of the program activity.</i></p> <hr/> <p>Indicator(s) <i>How will you track the program's success in achieving the desired outcome?</i></p>	<p><i>Longer-range changes among clients or a larger target population expected as a result of the program.</i></p> <hr/> <p>Indicator(s)</p>