



## Interim Grant Report Guidelines

Reports allow grantees to communicate to the foundation their progress in achieving goals and objectives. The number and schedule of reports are stated in the Grant Award Agreement between the HCF and the grantee organization. Reports consist of three main parts: **Progress Toward Outcomes**, **Budget Information** and **Other Pertinent Grant Information**. Reports should not exceed five typewritten pages.

Please direct questions about preparing reports to your HCF program officer (816.241.7006).

ORGANIZATION NAME:	
NAME OF PROJECT:	
GRANT NO: (FY0 - )	
GRANT TYPE: (FDG/ADG)	
GRANT PERIOD	
GRANT OFFICER	
PROJECT COORDINATOR:	
PROJECT COORDINATOR'S CONTACT INFO:	Telephone: ( ) - Email Address:

### Progress Toward Outcomes

1. List the project/program outcomes included as Attachment C of the Grant Award Agreement.
2. Discuss progress to date toward achieving and assessing each outcome. Indicate whether project implementation is on track with the original design and timeline. Explain the nature of and reasons for any changes in program/project focus, scope, oversight, delivery, schedule or evaluation.

### Budget Information

1. Using the same Excel-based **budget worksheet** you completed as Attachment B of the Grant Award Agreement, provide the project budget to date. Report program/project-related income and expenditures in the appropriate columns.
2. Provide **budget narrative comments** that explain income and expenditures.
3. Justify all variances greater than 10 percent of originally budgeted amounts.

### Other Pertinent Information

1. Discuss any changes in grantee organization's legal or financial status, and any changes in key program/project personnel from the staffing originally proposed.

2. Identify technical assistance that is needed immediately to keep the project on track and to preserve the likelihood that outcomes will be achieved.
3. Discuss important discoveries or lessons you have learned as you have implemented the project (i.e. facilitators/supports and challenges/barriers to progress, and any unanticipated outcomes/impact), and how you have incorporated new knowledge into project operations. Identify communication methods that you have used to share program/project activities, outcomes and lessons learned. Please attach any media clippings.
4. Suggest ways that HCF can be more effective in achieving its mission.

**Important note:** Extension of the grant period requires a written request for extension received by the Foundation no later than 30 days prior to the grant period end date. Extensions will involve no additional cost to the Foundation. In the absence of an approved grant period extension, funds unspent after the close of the grant period shall be considered as being payable to the Foundation. The amount of unspent funds or deferred accounts must be reported and arrangements made for repayment.