



Interim Grant Report:

Sample Report Questions



Interim reports are required for all grants over \$50,000, and other selected projects. For organizations awarded a multi-year grant, an interim report is required prior to receiving any subsequent payments.

Please submit your interim grant report through the [online portal](#) and refer to your grant agreement letter for details about your reporting schedule.

Grant Funds

Please provide a budget narrative on revenues and expenses to date. Is your budgeting on track for the grant period or will you need to cut spending or increase revenue to stay on track? Do you anticipate any obstacles utilizing the grant funds in the manner outlined in the original application? How have you been able to create or sustain a base of support for this project?

Outcomes

Describe the progress made thus far towards meeting the goals and objectives outlined in your original application. What are your success indicators to date that help demonstrate this project is meeting the proposed objectives? What evidence can you provide that demonstrates the project is on track to be completed by the end of the grant period?

Impact

What evidence can be shown that this project is achieving its intended, desired impact? What benefits or improvements has this grant had on your constituency and/or the community thus far?

Impact Metrics

Please provide a status update on progress made-to-date to achieve the desired metrics. Do you still believe those metrics and targets remain valid? Are there any metrics or targets you would change? If there are changes, please describe below and the foundation will contact you to discuss further.

Challenges

Have any internal or external challenges arisen in connection with this project? If so, what has the team done to address these concerns?

Learnings

Based on your original assumptions, what are your learnings thus far? Based on those learnings, will you do anything differently as you enter the next grant period? If a formal evaluation is available, please upload document.

What's Next?

Is there anything else the Walters Family Foundation should know at this time relevant to your project or organization?

How can we help?

If you would like any assistance, please reach Libby Levy, Director, by phone at (248) 205.1390 or e-mail at libby@waltersffmi.org

Required Documents

- Project budget-to-actual: Upload an itemized budget comparing the original budget, actual budget, and allocation of Walters Family Foundation funds using the grant reporting form provided
- Proposed new budget, if applicable
- Current year organization budget
- Project photographs
- Other supporting documents (i.e. evaluation, reports, articles, etc.)