Guidelines for Grantees: Interim Grant Reports

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Grant number: | |  | | | Organization: | | |  | | | |
| Grant Amount: | |  | | | Fiscal Sponsor (if any): | | |  | | | |
| Purpose of the Grant: | | | |  | | | | | | | |
| Grant Start Date: | | |  | | | | | Grant End Date: | |  | |
| Date Submitted: | | |  | | | | |  | |  | |
| Name of person completing this report | | | |  | | | | | Title |  | |
| Email: |  | | | | | | | | Phone: |  | |
| Grantmaking strategy | | | | Building Strong Communities | | | Economic Security | | | | Education |
|  | | | | Immigration | | | Regional Planning | | |  | |
|  | | | | other (please specify): | |  | | | | | |
|  | | | |  | |  | | | |  | |

overview

Silicon Valley Community Foundation wants to learn about your progress and lessons learned. Please be as candid, reflective and succinct as possible. We are equally interested in hearing about your successes and challenges, and how you have addressed them.

Please refer to your grant agreement to for your interim/final report due date(s). If grant funds are fully expended earlier than the stipulated grant period, we ask that you complete your grant report(s) no more than **30** **days** after the funds have been expended.

Further payments, if applicable, are contingent upon receipt and approval of this report as are considerations of future grant requests. If you need assistance contact us by email at [grants@siliconvalleycf.org](mailto:grants@siliconvalleycf.org) or by phone at 650-450-5540.

submitting your report

**Submit your report by email in PDF format to** [**grants@siliconvalleycf.org**](mailto:grants@siliconvalleycf.org) with a subject line that indicates this report is an interim report and lists the grantmaking sub-strategy from which the funds were received (ex. – Interim Report: Financial Education Combined with Asset Building).

**Guidelines:** Please report on the projected outcomes listed in the grant agreement and in your proposal.

INTERIM Report Narrative

*(Maximum of three pages using 12-point font)*

1. Please review the purpose of your grant as stated in the grant agreement and tell us the extent to which you are on track to fulfill that purpose.
2. Review the grant outcomes and activities you planned to conduct as stated in the proposal that was submitted and in the grant agreement. Please tell us your actual outcomes and activities to date and explain any changes or additional accomplishments. If the grant is for direct service, please indicate number of additional clients served thus far.
3. We look for ways to share the impact of organizations with our board, our donors and the media, so please share a story that has emerged from your work that is being supported by this grant. Please be specific about the story, e.g., how did you use technology or what professional development services did the program entail and how did that make a difference to your clients’ outcomes?
4. Please describe the program’s strengths and weaknesses.
5. Please describe any challenges you have encountered, and if your expectations for the program were on target when you applied for funding. Please also let us know if there have been any changes to the context in which you are operating.
6. What is the significance of this grant to your work? Have there been any important lessons learned thus far?

Required Attachments

1. A detailed income and expense statement for your program that identifies primary sources of revenue and a copy of the original program budget you submitted to the community foundation with your proposal. If your actual expenses were different from those anticipated, please explain. The income and expense statement should be consistent with the original budget format.
2. Copies of any publicity or press coverage about the project and any supplementary material you think might interest the community foundation.