



INTERIM PROGRESS ASSESSMENT INSTRUCTIONS

Environment Grants *(revised 12/2006)*

The purpose of the interim progress report is to assess the status of your project and to determine if any mid-course adjustments are needed to ensure your success. You are strongly encouraged to contact Robert Judd as soon as you have concluded that a change to the budget, the outputs or indicators is needed.

Report Instructions

Email your completed report as an attachment to Dana Johnson at djohnson@sonomacf.org. Please do not fax your report.

The report heading should include the following information exactly as it is presented here:

Community Foundation Interim Grant Report

- Grantee Organization Name:
- Program or Project Name:
- Grant Number and Grant Amount:**
- Period Covered by this Report:
- Organization Contact Person and Phone Number:
- Date: (give the date the report is submitted)

For each outcome contained in your application or final grant agreement, follow the format given below. If needed, you may expand any cell of the table to increase the amount of space.

1. Re-state each outcome using the wording contained in your application/agreement, then:
 - A. for each outcome, state the planned outputs as contained in your application;
 - B. following each planned output, state the actual outputs produced during the reporting period.
 - C. for each outcome, state the planned indicators you used to measure, following each planned indicator, state the actual measure achieved during this reporting period.

Outcome Statement (repeat this format for each outcome statement)	
Planned Outputs	Actual Outputs
Planned Indicator	Actual Measure Achieved

(continued on page 2)

(In your report, please re-state and then respond to each of the following questions. Your narrative response to questions 2 - 4 should not exceed two pages.)

2. Describe any unexpected changed conditions within your organization that affected your project during the reporting period. Do your project outputs or indicators (or budget) need to be revised to take account of changed conditions?

3. Describe any unexpected changed conditions in the community that affected your project during the reporting period. Do your project outputs or indicators (or budget) need to be revised to take account of changed conditions?

4. Is there anything else you would like to say concerning the project?

In addition to your narrative report, please report on your use of Community Foundation funds using the following table format. Report only on your Community Foundation grant funds and include only line items that were in your approved Community Foundation grant budget (see column 6, page 2 of your budget).

	Approved Budget for use of Community Foundation Funds	Actual Expenditures of Community Foundation Funds
Grant Amount:		- X -
Line Items:		
Totals:		