Sample Interim Report

The following sample interim report is intended to assist you in preparing your report by providing the questions in advance. You may use this document as a template to prepare your responses.

When ready to submit your report, please log into the grantee portal to complete and submit your report to the Foundation.

The grantee portal may be accessed at: https://ralphcwilsonjrfoundation.fluxx.io

If you forgot your password, you may reset it at any time by clicking the **Reset or create password** link on the login screen and following the instructions.

If you have any questions about your report, please contact your program officer, or the Foundation at:

313.885.1895
-or-
info@ralphcwilsonjrfoundation.org

REPORT INFORMATION

Due On: [displays due date of report]

ORGANIZATION INFORMATION

Organization Name: [your organization information displays here automatically]
Legal Name: [your organization's legal name displays here automatically]
Tax ID: [your tax ID displays here automatically]
Address 1: [your address displays here automatically]
Address 2: [your address displays here automatically]
City, State Zip: [your city, state zip displays here automatically]
Phone: [your phone displays here automatically]
Website Address: [your website address displays here automatically]

Does the information above need to be updated? [Select Yes or No]

If yes, please provide updated information in the space below:

NARRATIVE INFORMATION

For the Interim Report, please comment to your progress against your attainment of the objectives of the Project.

If you would like to discuss an amendment (time extension or budget adjustment) to your grant or have any other questions, contact your Program Officer before completing and submitting this report.

Status and Timeline - *What is the status of your project/program? If any factors affected the projected timeline of your activities, indicate reasons below (10,000 characters or less):*

Results and Evaluation - *Describe key accomplishments, challenges, and any unexpected results. How did you measure or evaluate your outcomes? (10,000 characters or less):*

Budget Expenditures - *Are there any funds remaining from your awarded grant amount? If so, please list the amount, what your plan is for using these funds, and when you anticipate you will have spent all funds (10,000 characters or less):*

Has your budget allocation varied compared to what was originally provided? [Select Yes or No]

If yes, please describe below and upload a revised budget attachment *(10,000 characters or less):*

Lessons Learned - Describe key learnings – *favorable or unfavorable – based on the results you reported. What, if any, programmatic or organizational changes will be made based on your findings (10,000 characters or less):*

Additional Notes - *If you have any additional commentary or notes for staff at the Ralph C. Wilson, Jr. Foundation regarding this particular grant/report, please provide them below (10,000 characters or less):*

DOCUMENTS

When prompted to upload a document, please use the small green '+' button to select and upload your document. Additional documents can be uploaded in the Report Documents section at the bottom of the page by using the small green '+' button in the header. This can include Project Narratives, Outputs, Research and/or other grant-specific information to demonstrate progress.

Budget, with expenditures - for the current budget period. Please provide detailed line items for the following activities:

- Income for current budget period
- Fees for current budget period
- Expenditures for current budget period