The Roger Kresge Foundation

**Uniform Grant Report**

**Interim Report\***

**ALWAYS refer to the Grant Agreement and the report letter for reporting requirements PRIOR to submitting the UGR.**

**GRANTEE:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**GRANT NUMBER:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Specify the time-frame of the Interim Report (e.g. 6-month, annual, etc.) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**TYPE OF SUPPORT GRANTED:**

 **\_\_\_\_\_\_ operating \_\_\_\_\_\_ capital \_\_\_\_\_\_\_special project \_\_\_\_\_\_\_program**

**PROJECT/PROGRAM NAME** (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NAME & TITLE OF PERSON REPORTING**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**TELEPHONE NUMBER**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **E -MAIL ADDRESS**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***FINANCES:***

**TOTAL** BUDGETED INCOME FOR PROJECT FROM **ALL** SOURCES***: \_\_\_\_\_\_\_\_\_\_\_\_***\_\_\_\_\_\_\_\_***\_***

**TOTAL** INCOME PLEDGED OR PAID FROM **ALL** SOURCES TO DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Include any information about requests for funding which have been postponed, denied, or have had no

response.)

**TOTAL** BUDGETED PROJECT EXPENSES: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ACTUAL EXPENSES** INCURRED TO DATE ON THE **ENTIRE** PROJECT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**WILL THE BUDGET SUBMITTED WITH THE PROPOSAL REQUIRE REVISION?\_\_\_\_\_\_\_** (If so, please tell us how this is being addressed.)

**INDICATE BUDGET BY CATEGORY AND ACTUAL EXPENSES BY CATEGORY TO DATE.**

***SCHEDULE:***

**PLANNED TIMELINE FOR PROJECT**: FROM: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**IS PROJECT PRESENTLY ON SCHEDULE?** \_\_\_\_\_\_\_\_\_\_ (If not, please indicate reasons.)

 **\*Grantee keeping Grantor informed of significant changes to the funded project in a timely manner is required, and receipt of future funding is dependent on such timely reporting.**

 **\*\* Please answer the questions on page 2 that apply to your specific grant.**

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**Interim Report**

Please answer ***only*** the questions that are related to the type of funding that your organization has been awarded.

***FOR PROGRAM, CAPACITY BUILDING AND SPECIAL PROJECT GRANTS:***

1. **Provide a brief overview of the primary accomplishments of your project to date, and the activities undertaken to carry it out.**
2. **What were the original goals and measurable objectives of your funded proposal?**
3. **Report on the specific outcomes of your proposals’ original objectives to-date. What methods were used to measure your original objectives? (Use quantitative data when available)**
4. **What unanticipated problems and or changes have you encountered to-date in carrying out the project and how are you managing these problems?**
5. **Is your project on-schedule? If not, how are you revising the time-line of deliverables?**

***FOR CAPITAL GRANTS****:* ***(equipment, construction, capital campaign, etc.)***

1. **Update the status of fundraising and loans related to your project during the reporting period.**
2. **Describe any changes in costs of the project and how they affect plans going forward.**
3. **Describe any challenges faced and how those challenges were addressed.**
4. **Is your project on-schedule? If not, how are you revising the time-line?**

***FOR OPERATING SUPPORT:***

1. **Briefly restate the plans outlined in your original request for operating support.**
2. **Describe the impact of the granted operating support on the organization’s long-term sustainability to-date.**
3. **What changes has your organization made to-date in the way it operates to ensure its long-term sustainability?**
4. **Has this grant for operating support been instrumental in attracting additional resources in the form of people, money, goods, services, or publicity? If so, please describe.**
5. **List other funding sources and amounts received (over $1,000) during this period that have contributed to the long-term sustainability of your organization.**

***OPTIONAL:***

You may include press releases, recent newspaper/magazine articles, photographs, brochures, or other materials highlighting the grant-funded activities and accomplishments.

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