

INTERIM REPORT GUIDELINES

An important requirement of some grants from the Community Foundation for Southeast Michigan is the submission of an interim report. The receipt of a satisfactory interim report usually triggers payment of a portion of your grant, as indicated in the terms of grant agreement. The terms of grant agreement also contain report due dates. All correspondence should reference the grant number and report due date.

An interim report should contain the following elements:

1. A cover letter indicating how grant funds were expended during the reporting period, in accordance with the terms of grant agreement.
2. A description of the progress of the program during the reporting period.
3. A statement regarding whether or not conditions specified in the terms of agreement have been met.
4. A description of any significant changes in the organization that have affected program delivery (i.e., staff transitions, budget reductions, board changes).
5. A review of how the grant funds were spent during the reporting period, including a detailed budget showing all expenses. Please note that the Foundation expects that you will spend the grant as proposed in your application. If you wish to adjust the budget, you must provide the Foundation a revised budget and brief rationale for approval.

Please feel free to include any additional information concerning your program or your experience with this grant that may be of interest.

All reports can be sent to the following email address: applications@cfsem.org

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