



Ann Arbor Area
community foundation

For good. For ever.

INTERIM REPORT FORM

(If all grant money has been expended prior to the Interim Report due date, a Final Report may be submitted and no Interim Report is necessary. If the Final Report is due (at the end of the grant period), and all funds have not been spent, an Interim Report must be submitted requesting an extension. A Final Report will then be due at the end of the extended grant period.)

Date: _____

Legal name of organization: _____
(Should be same as on IRS determination letter and as supplied on IRS Form 990)

Grant Number _____

Executive Director: _____ Phone Number: _____

Contact person/title/phone number (if different from executive director)

_____ Phone: _____

Address (principal/administrative office): _____

City/State/Zip: _____

Fax Number: _____ E-Mail Address: _____

Project/Program Name _____

Program Director/Contact person (if different from Executive Director)

_____ Phone: _____

Purpose of Grant (one sentence) _____

Dates of the Project: _____ Amount of Grant Awarded: \$ _____

Dates covered by this report: From _____ To _____

Signature, Executive Director or Program Director

Date

Typed Name and Title

On a separate sheet of paper, include the following information:

I NARRATIVE – One page or less

Informally describe goals or outcomes achieved to date

II FINANCIALS

Using the Project Budget format from the original application, provide detailed expenses and income for the project for this period. Provide narrative on any variances from the original projected budget.