



Bay Area  
community foundation™

## BAY AREA COMMUNITY FOUNDATION INTERIM GRANT REPORT FORM

**Note:** Please refer to your grant agreement contract to determine if your organization must submit an interim grant report. If the final project has been completed within six months of release of grant funds, submit a final grant evaluation report rather than an interim grant report.

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Name of Organization	_____		
Grant Contact Name	_____		
Email	_____	Phone	_____
Address	_____		
Title of Project/Program	_____		
Dates covered by this report	From	To	Grant Amount \$
Purpose of Grant (one sentence)	_____		

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

### **NARRATIVE (1 page)**

- Is the project progressing on target?
- What has been accomplished to date?
- Described any unanticipated challenges and how they are being managed.
- Is the project proceeding on schedule? If not, please include a revised schedule.

### **FINANCIALS**

- Provide detailed expenses and income for the project for this period.
- Explain any variances from the original projected budget.

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**You may submit the interim report via mail or email.**

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