

Interim Grantee Report

This interim report should be a thoughtful check-in and progress account. It will enable you to reflect on how your program is proceeding and allow The Parmenter Foundation an update and opportunity to provide support, if needed.

| |
|---|
| Grantee name: |
| Amount of grant awarded: |
| Contact person: |
| Contact telephone number: |
| Contact e-mail: |
| Name of grant-funded program: |
| Period covered by this interim report: ___/___ to ___/___ |

Please respond to each of the following questions in 100 words or fewer for each question.

1. What are the goals of the proposed program (copy & paste from application)?

Program goals:

Specific and measurable objectives:

Planned outcomes of the proposed program:

2. Are you on track for meeting each of the goals and objectives identified in your proposal?

Yes Partly No

If you answered 'partly' or 'no', please identify which goals you have yet to accomplish?

What delays and/or challenges are you experiencing?

What plans do you have for addressing those delays and/or challenges?

Is there anything The Parmenter Foundation can do to assist you in meeting your goals and objectives?

3. What successes have you had thus far?

4. Have you made any changes to your initially proposed program?

Yes No

If you answered 'yes', what changes have you made?

Why were the changes made?

5. Are there any changes you still need to make to your program?

Yes No

If you answered 'yes', what changes do you propose to make?

Why do you plan to make those changes? (In what way(s) will the changes improve the program?)

6. As a result of the funding you have received from The Parmenter Foundation, what community impact do you observe at this midpoint? (What effects do you see thus far in assisting or changing individuals in the program or in the community at large?)

7. Please update the timeline you identified in our original proposal. Highlight any adjustments to the originally proposed timeline. Attach as Appendix I to this report.

8. Please provide a **financial/expenditure report** that accounts for grant funds that have been expended thus far. Complete the table below by identifying each item for which funding was received from The Parmenter Foundation, followed by the amount requested for each item, and then the amount of those funds expended thus far.

| Item | Total requested amount | Funds expended thus far | Funds unexpended thus far |
|------|------------------------|-------------------------|---------------------------|
|------|------------------------|-------------------------|---------------------------|

9. Have you **highlighted The Parmenter Foundation** in your communications?

| | | |
|-----------------------|-----|----|
| On social media? | Yes | No |
| On program materials? | Yes | No |
| On your website? | Yes | No |

(Please provide screen shots/electronic communications/program materials. These should be presented in a PDF document and attached as Appendix II to this report.)

Checklist: (Please be sure you have included all required elements of this report)

Completed Interim Grantee form

Appendix I: updated timeline

Appendix II: screen shots

The interim report must be submitted via E-mail to grants@parmenterfoundation.org

The deadline for submission of completed Interim Grantee Report is June 1.