

Guidelines for Preparing Progress Reports

Goldseker Foundation

Interim Report

- 1) a. Describe the progress your organization has made toward each of the outcomes you proposed to achieve when applying for Foundation funding, including the outcomes listed on your grant award letter, if any.

b. Please describe any additional outcomes or impact that may have come from the work but that may not have been anticipated originally

c. What problems or obstacles have you encountered? Have there been any changes in course or revisions? If so, how are they being carried out?
- 2) Has the work generated interest from other funding sources? Please identify. If the work is to continue beyond the grant period, how will it be supported?
- 3) Please include a record of grant-related expenses incurred during the time elapsed, including a comparison of actual to budgeted expenditures.

Final Report

In addition to answering all of the Interim Report questions above, please address the following questions:

- 4) What are the main lessons (positive and negative) that your organization has learned over the course of this grant?
- 5) How would you characterize your experience with the Foundation over the course of the grant? What worked or did not work? How could the Foundation better support your organization?

Please contact us if you have any questions concerning the timing or preparation of your interim or final reports.

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