

## Guide for Grantee Interim Report

The Morgan Family Foundation adopted this reporting format in order to monitor the progress of grantees and build greater consistency in how grantees report on their learning and accomplishments. Your candid responses to the questions below will help us better reflect on the impact of your work and our grantmaking.

*Please complete the form below and on separate pages answer the reflection questions (Section III) in narrative form. Please limit your responses to a maximum of three (3) pages.*

### I. Grant Information

Organization Name \_\_\_\_\_

Grant Purpose (2-3 sentence description from award letter) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date of Grant \_\_\_\_\_ Amount of Grant \_\_\_\_\_

### II. Contact Information

Signature of contact person regarding this report \_\_\_\_\_

Print Name \_\_\_\_\_ Title \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

### III. Reflection

1. Describe the progress you have made towards achieving the original goals of your grant thus far. You may include progress/impact on your organization, community, and population served.
2. Describe unanticipated challenges or benefits that you have encountered to date.
3. Describe any plans or changes to address unanticipated challenges or benefits encountered.

*Please email report to [info@morganfamilyfdn.org](mailto:info@morganfamilyfdn.org) or mail two copies of this report to the address below.*

*Revised 12/08/09*