

The Community Foundation of South Lake County, Inc.
Interim Report Template

Date: _____

Award # _____

To: Community Foundation of South Lake County, Inc.
2150 Oakley Seaver Drive
Clermont, FL 34711

From: _____
(Organization Name)

Subject: INTERIM REPORT FOR _____
(Date)

Contact Person: _____ **Phone:** _____

I. Narrative: Please answer each question in as much detail as possible:

1. What are the project's highlights to date?
2. Please describe your progress towards completion of specific project objectives listed in the application.
3. Have you encountered any unanticipated benefits or challenges while implementing this project? Do you have any plans for corrective action or reconciliation?
* Please note that any expenditure changes must be approved, in writing, by the Foundation prior to implementation.
4. To date, what measurable impact(s) has the project made for both your organization and those served by the project?

II. Accounting Information:

1. Please provide an itemized account of Foundation funded project expenditures to date (see **Supporting Documentation** below).

Supporting Documentation: Please enclose copies of supporting fiscal documentation (i.e. accounting forms, budget, audits, invoices, receipts etc.).

III. Publicity:

1. Please describe the progress to date of the publicity efforts outlined in question 7 of your application. Be sure to attach any press releases, articles, pictures or other materials.
2. Please include any project-related flyers, programs, or brochures.
We love to see how everybody is doing.