

# BERGER NORTH FOUNDATION

GRANTEE INTERIM REPORT

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Please respond to the following questions using a maximum of three pages (not including cover page and attachments). Please submit by e-mail to [ingrid@bergernorthfoundation.org](mailto:ingrid@bergernorthfoundation.org) by June 15. Please title your email with the name of your organization.

## Interim Report Cover Page

Name of Organization: \_\_\_\_\_

EIN: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Website: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Program Funded (if applicable): \_\_\_\_\_

Grant Amount: \_\_\_\_\_

\_\_\_\_\_ one-year \_\_\_\_\_ multi-year (Payment # \_\_\_\_\_ of \_\_\_\_\_)

Period that this report covers: \_\_\_\_\_ to \_\_\_\_\_

Have there been any changes to your organization's IRS 501(c)(3) nonprofit status since you were awarded this grant? If yes, please explain:

I hereby certify that the above and attached statements are true and accurate.

Signature of Executive Director or Authorized Board Officer: \_\_\_\_\_

Date: \_\_\_\_\_

## Program Information

Your responses to the following should focus specifically on the funded project or program.

1. Please briefly outline your original goals and objectives of the funded work.
  - a) Compare actual accomplishments being made with the goals established for the report period. Whenever possible, describe the work accomplished in both quantitative and qualitative terms.
  - b) If project goals are not being met, explain the reason for this, what steps are being taken to get the project back on schedule, and whether it seems likely that the project will be completed by the end of the grant.
  - c) What measures are being used to determine your progress?
2. Describe the population served or community being reached thus far in the grant period. Use evidence of effect, numbers served, demographic information, community indicators, tangible outputs and outcomes.
3. Summarize up to three accomplishments during this period of this grant. Specific examples are encouraged.
4. Describe any changes that have been made or are anticipated in the project work plan or methodology subsequent to the grant award.
  - a) How did this change the funded work?
  - b) How were the challenges addressed?
5. Has this grant helped a) attract new funding? Or b) increase volunteer involvement? If so, how?
6. Who else has funded this project (or your organization), and at what level? If total proposed budget amount was not raised, indicate if program goals were altered in any way.
7. What steps are being made to ensure the sustainability of your project or organization beyond this grant period?
8. Have there been any significant changes in your organization or the project since the grant was awarded (i.e., executive leadership, staff, facilities, location)?

## **Financial Information**

On a separate page, attach a statement including project income and expenditures for grant period to date. If there are significant changes (more than 15%) from the original budget, please explain in a footnote.

## **Other Attachments**

News Clippings, promotional & dissemination materials, or other exhibits (no more than three).