

**SAMPLE**  
**IMPACT100 PHILADELPHIA**  
**Interim Grant Report**

Refer to your **Grant Agreement** for report due date. The next installment payment of the grant will not be sent until this report is received and accepted by Impact100 Philadelphia. Please provide the information requested below and submit the report on your organization's stationery.

1. How does the project for which you received an Impact100 grant fit into your organization's mission and goals?
2. List the primary goals identified in your proposal and describe the progress made toward meeting each goal, including specific examples.
3. Explain, in detail, any variance from your goal(s):
  - Have your project timeline, expenditures, or plan changed from what was described in your proposal?
  - Describe any challenges encountered thus far and how you plan to address them.
4. Describe specific successes achieved thus far that demonstrate the positive impact of the project and make it a worthwhile endeavor.
5. How has the grant impacted your organization?
6. What, if any, changes have occurred at your organization since the beginning of the grant term?
  - Has there been a change in leadership or staff responsible for this project?
  - Have other anticipated funding sources for this project not materialized?
  - Have other significant organizational changes occurred, in major programs or in your financial results?
7. What is the response of the community or clients to the project thus far?
8. Submit an interim project financial report with revenue and expenses, in a side-by-side comparison with the project budget submitted in the Impact100 grant application. Detail sources of income and specific expenditures of grant funds, using the same format and line items as in your application budget. Please explain variances, and comment on the project's remaining revenue and expense items. Will the remainder of the Impact100 funds be spent as originally budgeted?

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Executive Director-signature & date

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Project Director/Manager-signature & date

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Print Name

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Print Name