



## **GUIDELINES AND DUE DATES FOR INTERIM AND FINAL REPORTS**

### **Interim Report—Due January 31 (up to one single-space typed page or less)**

1. How has your project been consistent with all of the proposed objectives, activities and goals described in your grant application? Have any revisions been necessary? If yes, describe what changed and the reason for the change.
2. Provide the approved project budget and identify those expenses funded by the grant as of December/31 (do not include personal client information)

### **Final Report--Due July 31, 2018 (up to four single-space typed pages)**

1. Did the project funded by the Maine Women's Giving Tree meet all objectives and goals? If there were any revisions, describe the changes and why they occurred.
2. Describe any unexpected benefits, outcomes, or barriers.
3. Provide the approved project budget and an itemized accounting of project expenditures as of June 30, 2016 (do not include personal client information). If there were unexpended funds, identify the amount and the plans for the completion of the project.
4. What, if any, funding does the organization have for the continuation of this project?
5. Did the award from the Maine Women's Giving Tree attract financial support from other donors? If yes, describe the history of these contributions.
6. Please share with us your favorite story about this project. If possible, include photographs and testimonials.

**REPORTS, SIGNED BY THE EXECUTIVE DIRECTOR, please submit your report via: [grants@mainewomensgivingtree.org](mailto:grants@mainewomensgivingtree.org)**