

Maine Women's Giving Tree

Guidelines and due dates for Interim and Final Reports

Interim Report - Due date 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.

Final Report - Due July 31. Up to four single-space typed pages or less.

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 or outcomes.
3. Provide the approved project budget and an itemized accounting of project expenditures as of June 30. If there were unexpended funds, identify the amount and the plans for completion of the project.
4. What, if any, funding does the organization have for the continuation of the project?
5. Did the award from the Maine Women's Giving Tree attract financial support from other donors?
If yes, describe these contributions.
6. Please share with us your favorite story about this project that could be posted on our website. If possible, include photographs and testimonials.

Do not include personal client information.

Please sign your reports by the Executive Director and submit electronically to:

grants@mainewomensgivingtree.org