



Interim Narrative and Financial Report Instructions

Thank you for partnering with RRF Foundation for Aging (RRF) to help improve the quality of life for all of us as we age. If an Interim Report requirement is included in your Grant Award Letter, you will be asked to respond to the questions below so that RRF can release remaining payments for your project. As a learning organization, RRF hopes that the reporting process helps us understand your project's progress, while also helping your project team reflect on achievements made to-date.

A month prior to your report due date, you will be sent a word version of the questions below so that you can type your responses directly into the report template. You will be asked to submit the narrative and financial reports by the due date that is listed in your Grant Award Letter. If you anticipate that an extension will be needed, please contact your program officer prior to the report due date. We are providing these questions in advance for those who chose to think about responses ahead of time. Please note that this is a sample and some questions may change when you receive the interim report template.

1. Please provide a brief summary of the work you completed to date (no more than 1-2 pages). This summary should include a description of progress-to-date towards each objective that was defined in your proposal.
2. What challenges, if any, has the project faced; and what actions have been taken to overcome them?
3. Have there been any changes to your timeline? If so, please explain.
4. Have any grant products been developed? If so, please submit them with this report (e.g., brochures, manuals, questionnaires, manuscripts).
5. Are there any other updates to this project you would like to inform us of? (e.g., any lessons learned, interesting findings, unexpected benefits you've experienced, or knowledge to share with others)
6. Has the project followed the budget as allocated? If not, please explain any variance.

In your reporting, in any of the work implemented through your grant, RRF staff suggest that you apply age-inclusive, bias-free language. A great resource for this is [The National Center to Reframe Aging](#).

Why Reframing Aging?

The Reframing Aging Initiative is a long-term social change endeavor designed to improve the public's understanding of what aging means and the many ways that older people contribute to our society. This greater understanding will counter ageism and guide our nation's approach to ensuring supportive policies and programs for us all as we move through the life course.

[Learn More Here](#)

Quick Start Guide

This handy Quick Start Guide provides a brief overview of why ageism harms all of us,



what ageism sounds like, some suggestions for what you can do to confront the injustice of ageism.

[Download Now](#)

Interim Financial Report

Please complete and submit an interim financial report along with this written report to RRF's online portal. The financial report should comprise of four column headings: budget items; amount originally approved by RRF for each item; amount actually spent; and the variance (you can find a sample report budget [here](#)). Any major alterations in the budget should be explained in question 6 above (greater than 10% from what was originally budgeted).

SAMPLE