

INTERIM REPORTING REQUIREMENTS FOR RRF GRANTEES

All reports must be submitted electronically via the Final Narrative and Financial Report form which can be found in your RRF Online Applications and Requirements account. You will receive an email notifying when the report is available, along with instructions about how to access the form via your RRF Online Applications and Requirements account.

Please submit the report by the due date specified on page four of the Grant Award Letter. Interim reports should be clear, concise, and well organized. Please submit reports as a Word document, double-spaced, 12-pt font. Do not use gradient shading in charts, tables, or budget reports.

1. Cover Page: Please confirm that the cover sheet (shown in Tab 1 of the online report form) properly displays the following information:
 - a. Project Title and RRF ID# (e.g., 2021144)
 - b. Name of grantee organization
 - c. Best person to contact if RRF has questions, include email address
 - d. Project start date
 - e. Project end date

2. Grant Analysis Narrative: Please address the following four points. No more than three pages are needed.
 - a. Please list project objectives and provide a brief description of progress-to-date toward each.
 - b. What challenges has the project faced and what corrective actions have been taken to resolve them?
 - c. Have there been changes to your timeline? If so, please explain.
 - d. Is the project following the budget as allocated? If not, please explain any variance.
 - e. What grant products have been developed? Please attach them (e.g., brochures, manuals, questionnaires, course descriptions, articles submitted and/or accepted for publication).
 - f. Are there any other updates to the project we should be aware of?

3. Financial Report: Include a financial report of project expenditures using four column headings: proposed budget items; amount approved for each (from your proposed budget); amount actually spent to date; and the variance. Any major alterations in the budget should be explained (greater than 10% from what was originally budgeted).

The following sample report template is for illustrative purposes only and can be changed as needed. A grantee may use this format or any other that is appropriate for the project.

| Sample Financial Report Template | | | |
|---|--------------------------------|--|-----------------|
| Budget Item | Funds Received from RRF | Actual Expenditure of RRF Funds | Variance |
| Personnel Expenses | | | |
| Payroll | \$ 78,000 | \$ 76,960 | \$ 1,040 |
| Benefits | \$ 7,020 | \$ 7,110 | \$ (90) |
| Total Personnel Expenses | \$ 85,020 | \$ 84,070 | \$ 950 |
| Direct Expenses | | | |
| Postage | \$ 200 | \$ 190 | \$ 10 |
| Printing | \$ 400 | \$ 385 | \$ 15 |
| Licensing Fees | \$ 5,500 | \$ 5,500 | \$ - |
| Office Supplies | \$ 200 | \$ 200 | \$ - |
| Travel | \$ 811 | \$ 1,150 | \$ (339) |
| Program supplies | \$ 300 | \$ 708 | \$ (408) |
| Total Direct Expenses | \$ 7,411 | \$ 8,133 | \$ (722) |
| Indirect Expenses | | | |
| | \$ 9,243 | \$ 9,243 | \$ - |
| Total Expenses | \$ 101,674 | \$ 101,446 | \$ 228 |

If you have questions about completion of the report, please contact your RRF Program Officer, or you may contact the main office at 773-714-8080 or info@rrf.org and another staff member will help you.