

INTERIM REPORTING REQUIREMENTS FOR RRF GRANTEES

Grantees will submit their reports electronically via the Interim Narrative and Financial Report form that is uploaded into the grantees' RRF Online Applications and Requirements accounts soon after grants are awarded. Grantees will receive an email notifying them when the report form has been uploaded into their account. In addition, they will receive instructions about how to access the form via an RRF Online Applications and Requirements Account.

The following provides guidance about preparation of the report.

The report is to be submitted by the due date specified on page four in the Grant Award Letter.

Interim reports should be clear, concise, and well organized and should be double-spaced. Do not use gradient shading in charts, tables, or budget reports.

1. Grantees will confirm that the cover sheet (shown in Tab 1 of the online report form) properly displays the following information:
 - Title of project
 - Sponsoring organization
 - Project start date
 - Project end date
2. **Grant Analysis Narrative**: Attach a short narrative (**not to exceed ten double-spaced pages of text**) with the following headings:
 - The names(s), address(es), phone number(s), e-mail(s) of Project Director(s) **and** the person completing the report, if different.
 - RRF Grant Award # (example: 2013-444)
 - Project's objectives and progress thus far.
 - Identify any significant issues or problems during this reporting period, the evidence for such problems, how they have affected progress toward objectives, and what corrective actions have been taken.
 - Discuss significant project modifications, if any, that have occurred during this period (e.g., to original objectives, planned strategies/tasks, timetable, evaluation design, budget, and personnel). Include resumes for new personnel, if applicable.
 - List any unanticipated results or products, for participants, for the organization, or both.
 - Summarize any substantive lessons, planned or unplanned, being learned from this project that extend knowledge in the field and/or that will enable your organization to be more successful in the future.
 - Describe any operational lessons, planned or unplanned, learned from this project that may be helpful to others doing similar work.
 - If applicable, describe any significant organizational changes that occurred since the start of the grant period (e.g., changes in mission, management, partnerships, financial status, etc.).

- LIST and include as an attachment any products (brochures, manuals, questionnaires, course descriptions and handouts, articles submitted and/or accepted for publication, papers for presentation, data collection tools, etc.) that have been produced in this time period.

3. Financial Report

Include a financial report of project expenditures for the applicable grant year. It should include three columns. The first should show the proposed budget items for the grant year, the second should show the amount actually spent, and the third, the variance. Explain any major alterations.

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			
	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 a grantee has questions about completion of the report, the RRF Program Officer for the grant will be glad to answer the questions.

Alternatively, if the Program Officer is not available, contact RRF at 773-714-8080 or info@rrf.org and another staff member will help you.