**GRANTEE INTERIM NARRATIVE REPORT OUTLINE**

**Lumina Foundation Issued Grant Number:**

**Grant start date:** Click here to enter a date. **Grant end date:** Click here to enter a date.

**Period covered by report:**

## Legal Name of Organization:

**Common Name of Organization:**

## Progress on Goals, Activities and Timeline

## List the major objectives / outcomes of the project as outlined in your proposal.

## During this reporting period what activities or strategies did you employ to produce the projected outcome(s) of this project?

## How did you measure progress toward the outcomes?

## 

## Please provide a list of your indicators as outlined in your proposal (Section II questions 5-6) along with the status/update on those indicators.

## Note and explain where indicators and activities have differed from the initial plan.

**Major Changes**

1. Describe any major changes or experiences that have had, or will have, an impact on the work

supported by the grant.

1. Describe changes occurring *within* your organization and/or *outside* your organization that have an impact on the work supported by the grant (e.g., in the community, in your local government, etc.) since your last report.
2. Describe how you have responded or plan to respond to these changes.

**Evaluation**

If applicable provide copies of any evaluation reports completed during this reporting period.

**Communication**

1. Provide an update on the project communication plan outlined in your proposal.
2. Provide copies of any media coverage or communication products developed during this period.

**Sustainability**

Provide an update on the status of the sustainability plan outlined in your proposal.

**Financial Report**

Use the accompanying budget template to indicate how Lumina grant funds have been spent

according to the categories submitted in the proposal budget.

As you make your plans for the next reporting period, remember that you will need the Foundation’s approval for line-item changes greater than 10 percent or $5,000. (*Refer to Section 10.d. of your grant agreement.*) Indicate any anticipated changes and explain any budget variances. Consider if a budget modification or no-cost extension may be necessary. Requests for grant modifications should be submitted on official letterhead and include a modified budget.

**Staff Changes**

Please report any staff change related to this grant.

Name:

Title:

Email and phone:

Address if different than the organization’s primary location:

Name, title and role of individual no longer working on this grant:

Check here if this person is no longer with the organization:

**Project Director (Or person who prepared this report):**

**Date:** Click here to enter a date.