

Fetal Alcohol Spectrum Disorder (FASD) Action Fund

Interim Report Template

The following is a suggested format for interim reports to the Victoria Foundation's FASD Action Fund. If you prefer to use another format for your report, please ensure that the information requested below is included.

- Please report on changes and activity during the 6-month period funded with the most recent instalment of your grant.
- Please refer back to the objectives, goal, work plan, deliverables and budget in the approved grant application.
- **Please provide specific information and include relevant statistics. Examples are: numbers of ongoing or new participants, number of site visits, number of sessions/appointments, time spent with clients, length of training sessions etc.**
- We prefer you do not repeat information which was already reported previously.
- Please answer the questions below which pertain to your project. Please ignore questions which do not directly apply to your project.
- If at all possible, do not exceed 5 pages for interim reports.

SECTION 1: APPLICANT INFORMATION

Organization: _____

Project Title: _____

Primary Project Contact: _____ Phone: _____

Email: _____

Grant Amount: \$ _____ Report Period: _____

Current Number of: full-time employees _____ part-time employees _____
volunteers _____

SECTION 2: PROJECT DETAILS

1. During this report period, which organizations have you partnered with?

2. Communities where your project is being implemented during the period of this report:
3. If the project leader(s) or key staff has changed during the reporting period, please outline the changes and list names of new staff.
4. If you have used any external consultants, trainers, presenters or other individuals to assist you in developing, implementing or delivering this project, please name them and briefly describe their participation during this reporting period.
5. Have you been able to work within the original project timeline? Please state any changes.

Anticipated end date of the entire project: _____

6. Referring back to the project work plan in the original grant application, please describe the progress of the project during the most recent reporting period.

Outline any changes or additions to the work plan.

7. Have the original goals and objectives for this reporting period of the project been met? We appreciate hearing about lessons learned.

SECTION 3: SPENDING

Please include a detailed spending report for this project period based on the budget that was submitted with your approved grant application.

Questions? Please contact Marion Grau or Sara Lawson, at the e-mail address below or by phone at 250-381-5532.

We prefer electronic report submissions. Please submit reports to:

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