



PROJECT DIRECTOR'S INTERIM REPORT - MAJOR GRANT

Name: _____

Grant number: _____

Signature: _____

Date: _____

Organization: _____

Grant title: _____

Instructions

All major grant recipients are required to submit an interim report at the mid-point of their project. In addition to attendance numbers and evaluation of programs completed to date, grantee must include a brief narrative report that includes a timeline of remaining grant activities and programs and a description of any complementary resources or products created to date and/or proposed over the remainder of the grant period. Grantee should also note any programmatic or staffing changes that have occurred or are expected.

The Interim Report must be signed and submitted in hard copy with the following documents attached:

1. Financial statement of how FHC funds have been spent to date
2. Interim cash request

Grantees should also electronically submit Event Listing Forms for any upcoming confirmed activities. Event Listing Forms must be submitted 6 to 8 weeks prior to program date.

Completed Programs Evaluation

Title/Date: _____

Presenter: _____

Comments:

Total attendance: _____

Title/Date: _____

Presenter: _____

Comments:

Total attendance: _____

Completed Programs Evaluation

Title/Date: _____ Presenter: _____

Comments:

Total attendance: _____

Title/Date: _____ Presenter: _____

Comments:

Total attendance: _____

Title/Date: _____ Presenter: _____

Comments:

Total attendance: _____

Submit signed and completed report with financial statement and interim cash request form in hard copy to:
Florida Humanities Council, Attn: Grants, 599 2nd Street South, St. Petersburg, FL 33701.