**Lumina Foundation for Education**

**Grantee Interim Narrative Report Outline**

## Legal Name of Organization:

**Common Name of Organization:**

**Lumina Foundation Issued Grant Number:**

**Grant start date:**       **Grant end date:**

**Period covered by report:**

## Progress on Goals, Activities and Timeline

• List the major objectives of the project as outlined in your proposal.

• Describe major grant milestones and the progress you have made toward achieving these objectives within your proposed timeline.

• Note where activities have differed from the initial plan.

**Major Changes**

• Describe any major changes or experiences that have had, or will have, an impact on the work supported by the grant.

• 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.

• Describe how you have responded or plan to respond to these changes.

**Evaluation**

• Provide an update on the project evaluation plan outlined in your proposal.

• Provide copies of any evaluation reports completed during this reporting period.

**Communication**

• Provide an update on the project communication plan outlined in your proposal.

• Provide copies of any media coverage or communication products developed during this period.

**Learning**

• Describe lessons learned that will help you in your continued efforts to achieve your intended goals.

• Describe any changes you have made or plan to make in light of what you have learned.

• If applicable, describe any links you have made or would like to make between this project and other Lumina grants.

**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.

• Indicate any anticipated changes and explain any budget variances.

*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 paragraph 8 of your grant agreement for additional information.)*

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| **Project Director** |  | Date |