

THE ARTHUR FOUNDATION

Interim Report Format

Please provide the following information using the stated headings. Please submit one (1) copy of the report on or before the date indicated in the Letter of Agreement. The report should be stapled or clipped together. Do not place in any type of folder or notebook. Please limit to two (2) pages (not including attachments).

A. Organization

Please provide list of changes (if any) to:

- Organizational chart
- Board membership
- Key staff
- Program/project personnel
- Population served
- Relationships/arrangements with other agencies

B. Status of Program/Project Goals and Objectives

Please include in the narrative:

- Compliance to conditions outlined in the award letter.
- Compliance to projected time lines
- Compliance to immediate goals of the project
- Compliance to ultimate goals of the project
- Statistics (as appropriate) for:
 - Numbers of persons served
 - Programs provided
 - Services rendered

Please note any variables that may have contributed to unexpected results. or required
Please report changes from the original plan.

C. Budget

Please explain variances. If a change in excess of five percent (5%) of the aggregate budget for the year is anticipated, please note condition #3 of the Letter of Agreement. Include, as attachments, copies of the most recent 990 IRS Report and audited financial report if prepared after the original application date.

Actual expenses for project/program to date