



NFWF

Guidance for Completing the Interim Programmatic Report

Please review this document prior to preparing your interim report:

1. Summary of Accomplishments

In one to two paragraphs, provide a brief summary of the **overall** project's implementation status and key milestones to date. The summary paragraph(s) should not be bulleted nor contain acronyms or significantly technical language.

2. Update the Easygrants Metrics Page

Update the 'Current Value' with the value at the time of report writing

Provide notes explaining how the value was calculated and/or progress to date in context

3. Upload – Report Narrative: Provide a summary, not to exceed two (2) pages (template provided), outlining current implementation status and accomplishments to date for each of the activities outlined in your proposal. Report should highlight activities within this reporting period. Include the following elements for each activity as appropriate.

List the individual grant activities listed in your proposal and provide a brief update on the current implementation status, including progress in this reporting period, and highlight any specific milestones toward project goals. – see example in template

Describe any challenges or delays that were not anticipated in the original proposal, how they will be mitigated and how outcomes might be impacted.

Provide a general outline/timeline of the activities that are anticipated before the next reporting period and any upcoming opportunities for engagement (workshops, events, media release, presentations, etc.) that may be of interest to the NFWF or its partners.

If your project has not had any fiscal activity (invoice submitted) in 6 months then you must provide an explanation. If you are uncertain as to how to submit a disbursement request please contact your Grants Administrator for assistance.

Note: If you anticipate any changes to the scope of work that will significantly alter an approved activity or outcome or feel that an extension may be needed to the grant period, **you are required to complete an amendment request through Easygrants for approval prior to the change.** Mentioning changes in a report narrative will NOT trigger an amendment or provide approval. Please contact your Grants Administrator for assistance in requesting an amendment.

4. Upload - Progress Photos (optional)

Grantees are encouraged to provide photos of progress to date as appropriate so that they can be shared in partner reporting and social media. Please include citation information in your narrative upload for photos.

Note: If your project includes any communication or media documents that will directly reference NFWF support or you would like to use the NFWF logo or other partner logos – you **MUST** send drafts to your Grants Administrator for review and approval prior to use.