**Sherwood Foundation**

Capital Grant Interim Report – this Word document is a tool for cut & paste purposes to make a final submission easier. Final submission links are on the “Reports” tab on the homepage of our website.

Organization Name

Grant Title (from your Grant Agreement)

Grant ID# (from your Grant Agreement)

Grant Amount

Primary Contact

(please notify the Foundation if this has changed)

Attach a year-to-date financial statement for your capital project with Actual vs. Budgeted numbers.

Please explain Actual-to-Budget variances for your capital project. [250 words]

List pending funding sources from the original application for this grant.

Provide an update on the major funding sources, names and dollar amounts, secured for this project. Include information about the sources noted as pending on the list above and for any new funders. [250 words]

What challenges have arisen that could impact the project? How are you addressing them? [250 words]

What percentage of your board has participated in the campaign to date? (Format percentage as a whole number and do not use the percent sign.)

What is your board’s total contribution amount to date?

Have there been any major changes in the campaign or building design? If yes, please explain. [250 words]

Have you met your fundraising goal? If not, please explain your strategy to raise the remaining funds. [250 words]

Describe any significant turnover in executive leadership during the past year. (Include board, staff, and/or other leadership changes.) [250 words]

Anything else you want to tell us? [250 words]