**Prince Charitable Trusts**

## DC Program

### [www.Princetrusts.org](http://www.Princetrusts.org)

**Final/Interim Report**

***Note: Please use a font size no smaller than 11 point, and do not bold.***

**NARRATIVE REPORT**

Today’s Date:

Organization Name:

Grant Awarded (date of grant letter):

Name of person submitting report:

Purpose of Grant: (if possible, use language from your award letter)

Final Report Interim Report (for multi-year grants)

Please indicate: general operating support project support

**Questions [can be answered in either bulleted (preferred) or narrative format]**

Briefly restate the objectives or plan outlined in the approved proposal.

Describe significant progress toward the objectives outlined in the proposal.

Explain any external or internal challenges, unexpected occurrences, new developments and lessons learned.

How does diversity, equity and inclusion help your organization advance its goals?

For grants supporting specific projects or programs, will the program continue? If so, how will it be supported?

Note any significant staff and/or board changes.

**Capital Campaign Grants (complete if applicable)**

Please update the status of fundraising and loans during this period.

Describe any major changes in the costs of the project, how they affect plans going forward and describe any challenges.

**FINANCIAL REPORT**

Include your organization’s latest itemized financial statement for the current fiscal year showing actual and budgeted revenue and expenses.