

# Interim Report Example

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*Minnesota Humanities Center*

**Project Name\***

Name of Project

*Character Limit: 100*

## *INTRODUCTION*

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Information provided in this report may be used by the Minnesota Humanities Center in whole or part, in whatever medium deemed appropriate. We look forward to sharing your feedback with others in a good way.

Please note that character count in your responses includes spaces.

## *REPORT NARRATIVE*

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Please list proposed significant outcomes for this project or program. *(Should match your original proposal - if changes have been made, please describe reasons for the change)*

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*Character Limit: 10000*

Please describe progress and any significant outcomes as a result of this funding to date.\*

*Character Limit: 10000*

Have there been any unanticipated results, either positive or negative? Based on these results, would you like to make any changes to the plans outlined in your proposal?

If there are no changes, please type "N/A"

\*

*Character Limit: 10000*

Please share stories and/or anecdotes that demonstrate the impact of this project or program to date.\*

*Character Limit: 10000*

Were there any full-time equivalents (FTEs) funded under the project (include staff and independent consultants)? If so, please give a brief description of the role(s) funded and how their time is being tracked/monitored.

If there are none, please type "N/A"

\*

*Character Limit: 10000*

Describe the populations and communities served during this grant period. (Include numbers if possible) How did the activities to date benefit the community in which they occurred?\*

*Character Limit: 10000*

### Counties Served\*

What counties were served to date with this project?

#### Choices

Statewide  
Aitkin  
Anoka  
Becker  
Beltrami  
Benton  
Big Stone  
Blue Earth  
Brown  
Carlton  
Carver  
Cass  
Chippewa  
Chisago  
Clay  
Clearwater  
Cook  
Cottonwood  
Crow Wing  
Dakota  
Dodge  
Douglas  
Faribault  
Fillmore  
Freeborn  
Goodhue  
Grant  
Hennepin  
Houston  
Hubbard  
Isanti

Itasca  
Jackson  
Kanabec  
Kandiyohi  
Kittson  
Koochiching  
Lac qui Parle  
Lake  
Lake of the Woods  
Le Sueur  
Lincoln  
Lyon  
Mahnommen  
Marshall  
Martin  
McLeod  
Meeker  
Mille Lacs  
Morrison  
Mower  
Murray  
Nicollet  
Nobles  
Norman  
Olmsted  
Otter Tail  
Pennington  
Pine  
Pipestone  
Polk  
Pope  
Ramsey  
Red Lake  
Redwood  
Renville  
Rice  
Rock  
Roseau  
Scott  
Sherburne  
Sibley  
St. Louis  
Stearns  
Steele  
Stevens  
Swift  
Todd  
Traverse  
Wabasha

Wadena  
Waseca  
Washington  
Watonwan  
Wilkin  
Winona  
Wright  
Yellow Medicine

### **Board of Directors\***

Please list all members of your governing body

*Character Limit: 10000*

### **Subject\***

Please check the subject(s) below that best describes your project. This information may be reported on the Legacy reporting website.

#### **Choices**

Agriculture/Forestry/Mining  
Archeology  
Arts  
Arts Access  
Biological Diversity  
Cultural Heritage Preservation  
Education/Outreach  
Historic Preservation  
History  
Natural Areas and Habitat  
Natural Resource Information and Planning  
Recreation  
Renewable Energy  
Tourism  
Water Resources

### **Activity Type\***

Please select the activity type that best describes your project. This information may be reported on the Legacy reporting website.

#### **Choices**

Analysis/Interpretation  
Assessment/Evaluation  
Capital Development/Rehabilitation  
Demonstration/Pilot Project  
Digitization/Online Information Access  
Education/Outreach/Engagement  
Fund Administration  
Grants/Contracts  
Inventory

Land Acquisition  
Mapping  
Modeling  
Monitoring  
Planning  
Preservation  
Research  
Restoration/Enhancement  
Technical Assistance

Please provide any additional comments that you feel are important to report at this time.

*Character Limit: 10000*

Please attach any related audio, video, images, etc.

*File Size Limit: 10 MB*

## **FINANCIAL NARRATIVE AND REPORT**

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### **How much have you spent to date?\***

*Character Limit: 20*

### **Amount of other funds leveraged**

*Character Limit: 20*

### **Description of other funds (if used)\***

Please describe other sources of funds, if leveraged.

*Character Limit: 2000*

### **Budget v. Actual To Date\***

When submitting this report, attach a statement of actual program income and expenses to date compared to the original budget. Any significant variances must be explained.

*File Size Limit: 10 MB*

### **Detail Trial Balance\***

Please upload a detailed trial balance that demonstrates all Legacy project-related expenses, including salaries. Balance figures should match the reported "Actuals" attached above.

*File Size Limit: 5 MB*

## **AGREEMENT**

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### **ELECTRONIC SIGNATURE**

Enter your full name, business title, and the date of submission. (e.g.: Emi Sakura, Executive Director, 1 November 2010)\*

*Character Limit: 100*

By entering your signature information above and clicking "I Agree" below, you certify that: 1. The statements contained in this report are true and correct to the best of your knowledge and belief. 2. You are authorized to submit this proposal on behalf of your agency. \*

### Choices

I Agree

I Do Not Agree

# Final Report Example

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*Minnesota Humanities Center*

**Project Name\***

*Character Limit: 100*

## ***INTRODUCTION***

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Please note that character count in your responses includes spaces.

### **Board of Directors**

Please list the members of your governing body.

*Character Limit: 1000*

## ***REPORT NARRATIVE***

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Please list proposed significant outcomes for this project or program.

*Character Limit: 2000*

Please describe significant outcomes as a result of this funding. How did you determine and/or measure these outcomes?

*Character Limit: 2000*

Please share stories and/or anecdotes that demonstrate the impact of this project or program.

*Character Limit: 2000*

Describe the populations and communities served during this grant period. How did the proposed activities benefit the community in which they occurred?

*Character Limit: 2000*

What counties were served by this project or program?

*Character Limit: 2000*

How many individuals were served by this project or program? Please provide a brief explanation.

*Character Limit: 2000*

How did this project or program broaden access and/or increase engagement?

*Character Limit: 2000*

Were there any unanticipated results, either positive or negative?

*Character Limit: 2000*

What did you learn because of this funding?

*Character Limit: 2000*

Will you make any changes based on these results? Please explain.

*Character Limit: 2000*

What are your future plans for sustaining this project or program?

*Character Limit: 2000*

What is your plan to share your results or findings?

*Character Limit: 2000*

Were there any full-time equivalents (FTEs) funded under the project (include staff and independent consultants)? If so, please give a brief description of the role(s) funded.

*Character Limit: 2000*

Please provide any additional comments that you feel are important to report.

*Character Limit: 2000*

Please attach any related audio, video, images, etc.

*File Size Limit: 10 MB*

## ***FINANCIAL NARRATIVE AND REPORT***

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**GRANT EXPENSES** - Report total direct expense and total administrative cost paid by this grant. The sum of these two numbers should equal your total grant award.

Direct expenses of the project

*Character Limit: 20*

Administrative costs of the project

*Character Limit: 20*



## TOTAL

Direct expenses and Administrative costs (from above)

*Character Limit: 20*

Amount of Other Funds Leveraged

*Character Limit: 20*

Description of Funds (description/source of other funds, if leveraged)

*Character Limit: 2000*

When submitting this report, attach a statement of actual program income and expenses to date compared to the original budget. Any significant variances must be explained.

*File Size Limit: 10 MB*

## AGREEMENT

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### ELECTRONIC SIGNATURE

Enter your full name, business title, and the date of submission. (e.g.: Emi Sakura, Executive Director, 1 November 2010)\*

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### Choices

I Agree

I Do Not Agree