

**Interim Narrative Report**

The Stuart Foundation appreciates your time and effort in preparing reports. The information you provide is very valuable to our partnership. These reports:

* Serve as a timely opportunity for your organization and the Foundation to be in touch around our partnership.
* Help the Foundation understand your work more deeply, including your successes, challenges, learnings, and aspirations.
* Where appropriate, assist the Foundation in entering conversation about opportunities for future collaborations and/or providing additional support in areas where partners are facing challenges or are seeking to amplify a particular area of their work.

**Submission Instructions:**

All reports should be uploaded to our Grantee Portal linked [here](https://stuart.my.site.com/FGM_Portal__CommunitySignin).

* If you do not know your username for our grantee portal, please email [portal@stuartfoundation.org](mailto:portal@stuartfoundation.org).
* If you have not registered for our grantee portal, please complete the online portal user registration form linked [here](https://stuart.tfaforms.net/17). Upon completion of this form, you will be invited via email within two business days to complete and submit your report through our online grantee portal.

Currently, we only require a file upload to satisfy our reporting requirements and there is a space for you to leave any additional comments that you would like to bring to our attention.

If you need any further clarification, have additional questions about this document, or your report please get in touch with your Partnership Manager. We appreciate your honest feedback and reflection, and we look forward to reading your report.

**Narrative Questions:**

1. What would you like us to know about your work and what has happened in your organization since the start of the grant? Please share any key activities and/or any major (internal or external) changes that have impacted your work.
2. Please describe key partnerships, coalitions, and/or collaborations that have been instrumental to your work so far, including the nature and length of your relationship.
3. Please highlight key communications products and media coverage since the start of the grant. Are there any events or convenings that you want to highlight?
4. *For Project Support Grants only*: Discuss how your project has met, is working to meet, or is unable to meet the goals as defined by your organization in its original proposal. Feel free to include updated goals and/or outcomes. Please share any specific achievements or setbacks encountered.

*Note: We understand that this is an interim report, and your work may not yet be finished. Please tell us as much as you can at this point in your effort.*

1. What have you learned so far?
2. Do you anticipate having a balance at the end of the current grant period?

[ ] NO [ ] YES

If yes, please fill out this section and your Partnership Manager will discuss this with you. Approval of the use of unexpended funds is at the Foundation’s discretion and such funds must be used to further the objectives of the grant. Please check option A or option B as appropriate.

**[ ] Option A.**  **Grant Extension:** The current grant period may be extended if the project is generally on track but progress toward the objectives has been slower than anticipated. If you would like to request an extension, provide information about the reason for the grant extension, including:

* The anticipated amount remaining.
* How remaining funds would be spent and when the funds will be fully expended.

**[ ] Option B.**  **For organizations submitting a Grant Renewal Proposal:** To request approval for use of remaining funds, include a line item in the secured income section in the Renewal Proposal Budget form for these funds. Provide information about:

* Reasons for balance.
* Anticipated amount.
* Expected date the balance will be fully expended.
* Activities to be conducted with the unexpended funds.