

Catalyst Fund Interim Report

1. Progress. Please update us on the progress of your project by addressing the following three questions:
 - a. Project Milestones are set forth in the Grant Agreement. Please discuss the status of the Project Milestones including work that is complete and that remains. If one or more of the Project Milestones no longer applies or should be revised, indicate the changes here.
 - b. If the overall timeline for the work has changed, tell us what necessitated these changes and how the project will be affected.
 - c. If external factors have impacted your work (i.e., government funding or regulations have changed, others have entered the field, new research has been published, etc.), describe these factors and how your work has changed as a result. (Character limit: 3,000)
2. Better. Based on your progress to date, is the work proving to be better than existing or past solutions? How do you know (i.e. surveys, evaluation, demand, etc.). (Character limit: 2,000)
3. Learning. Whether they are successes, failures or changes made along the way, there is value in sharing lessons learned with others. How do you plan to share your findings or lessons learned and who will you share them with, either now or at the conclusion of the project? (Character limit: 1,000)
4. Consultants. If you are using a consultant or other outside resource for this work, are you satisfied with the work of the individual(s) and/or firm(s)? Would you recommend them to others? (Character limit: 1,000)
5. Budget Update. Using the Project Budget in your Grant Agreement, please attach an itemized budget of actual income and expenses for the project. If applicable, provide a description of any variances of 10 percent or greater from the original Project Budget. Please see the sample budget form attached for Barra's preferred format. You do not have to use this form but your budget update must include the key information.
6. Resources Needed for Next Steps. What resources are still needed to reach your goal (e.g., stakeholder participation, technical assistance, referrals to resources, etc.) and how will you obtain these resources? As you look to the end of the grant period, what do you need to do prepare for continuation of the project (if applicable)? (Character limit: 1,000)
7. Did we miss anything? If there is anything else you would like to share with us, please add it here. (Character limit: 1,000)

Catalyst Fund Final Report

1. Summing It All Up. How would you sum up the results of this project in three to four sentences? What were the key outcomes? This might include impact, reach, challenges or lessons learned. (Character limit: 300)
2. Better. Do you think the project addressed the problem or opportunity you identified in your application in a way that has proven better than existing or past solutions? If so, how? If not, how has it differed from your expectations? How would you do the work differently? (Character limit: 2,000)
3. Learning and Dissemination. Whether your project achieved the intended results or not, are there ways you have shared your learning or plan to in the future? With whom and how? (Character limit: 2,000)
4. Assessing Impact. Please share with us how the project has impacted your work and approach.
 - a. What impact is the project having on your clients, audiences or other stakeholders? How do you know? Are others adopting the approach?
 - b. Has it changed how you do your work within your organization?
 - c. Are there lessons that you learned through the process about how to incorporate innovative projects or thinking into an organization? (Character limit: 3,000)
5. Consultants. If you used a consultant or other outside resource for this work, are you satisfied with the work of the individual(s) and/or firm(s)? Would you recommend them to others? (Character limit: 1,000)
6. Final Budget. Using the Project Budget in your Grant Agreement, please attach an itemized budget of actual income and expenses for the project. If applicable, provide a description of any variances of 10 percent or greater from the original Project Budget. Please see the sample budget form attached for Barra's preferred format. You do not have to use this form but your budget update must include the key information.
7. Did we miss anything? If there is anything else you would like to share with us, please add it here. We would be especially interested on any feedback you have on Barra's process. (Character limit: 1,000)

**The Barra Foundation
Sample Budget Reporting Form**

REVENUE

	Projected Revenue	Actual Revenue	Notes
Year 1			
(List sources of revenue)			
Total			
Year 2			
Total			

EXPENSES

	Approved Budget	Actual Expenses	Barra Funded Expenses	Notes
Year 1				
Total				
Year 2				
Total				