

Progress Report - CAPACITY BUILDING

This Interim Grant Report is due on:

Please provide a thoughtful review of your organization's accomplishments to date for the grant identified below. All grant reports must be submitted using this on-line reporting system. If you fail to submit the required reports in a timely manner, your organization may not be considered for future grants from Alcoa Foundation.

- This form must be completed in English.
- This form may be saved for completion at a later time using the **Save & Finish Later** button at the bottom of any page.
- After 30 minutes of inactivity this form will time-out and unsaved information will be lost.
- Print a copy of your completed form before submitting it to Alcoa Foundation using the **Printer Friendly Version** link above.
- Do not e-mail a draft of this Requirement Form to Alcoa Foundation. It may only be submitted to Alcoa Foundation when it is complete.

Project Title

Project title or purpose may not be changed at this time.

Total grant amount awarded by Alcoa Foundation for this project

Original Award Date

Project End Date

If a change to the Project End Date is necessary, a request must be submitted via e-mail to your Alcoa Foundation or Location Grant Coordinator.

Your New Capacity and Results

This is what you told us about the new capacity you intended to create during the grant period:

These are the results you projected would be achieved with the new capacity to be put in place:

Your Critical Steps and Organizational Changes to Achieve Results

These are the critical steps you described in your grant application as necessary to achieve the results:

These are the organizational, policy or staffing changes you described in your grant application as necessary to achieve the results:

What milestones and steps have you achieved during this reporting period?

Based on your experience to date, are you on track to achieve the results within the budget and time remaining?

<None>

If you are not on track, what is the reason?

If you are not on track, what are you doing about it?