

SAMPLE FSP SEMI-ANNUAL REPORT FORM

Name of Fiscally Sponsored Project: _____

Project Director's name: _____

Email address (required): _____

Please answer all questions, using as much space as you need.

1. What are your mission and purpose?

2. What has your organization accomplished in the last six months?

3. Have there been any particular challenges—for example, staff changes, location change, unforeseen crises?

4. What are your plans for the next year? Has the state of the economy had an impact on your plans?

5. Advisory Committee

- a. Please list your current Advisory Committee with email addresses:
(You may attach a separate sheet if you prefer)

Name	Email
More...	

- b. Indicate how you currently work with your Advisory Committee:

6. Staff

- a. Please list your current staff with their email addresses:
(You may attach a separate sheet if you prefer)

Name	Email
More...	

- b. Is your organization current in reporting all time taken off by staff (vacation and personal leave)?

7. Grants

- a. We are the official grantee for your all foundation and government grants. To help us verify that we have copies of all your current grants, please list:

Grantor	Grant number	Grant Amount
1.		
2.		
3.		
4.		
5.		
More...		

- b. Has your project provided Community Initiatives all paperwork associated with each of these grants? Please enclose or attach, and itemize here _

Grantor	Grant number	Paperwork Attached
1.		
2.		
3.		
4.		
5.		
More...		

8. Budget

- a. **If you have not already provided your projected budget for FY09, please answer the following:** What is the amount of annual revenue you expect to go through your account this current fiscal year (FY09)?

\$ _____
- b. **Model C projects only:** It is required that you report expenditures against your annual budget. Please add or attach to this report.
