# Interim Report

## Workplan Update

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Activity (as per workplan)** | **Measures of Success**  **(Output)**  **(as per workplan)** | **Timeline**  **(as per workplan)** | **Activity Status**  **(Not Started, In Progress, Complete)** | **Results Achieved to Date (with explanation of any changes from Work Plan)** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Download the Workplan Update Template here. Copy the most recent workplan from your application. Report on every activity in your workplan including activities for which you have made no progress to date.

## **Project Highlights**

Please summarize project results achieved to date.

**Changes/Revisions/Challenges**

## **Please describe any Changes/Revisions/Challenges about project implementation, project completion, or project cashflow, and how these issues will be addressed. If there are activities not achieved or if you have undertaken additional activities beyond what was highlighted in the proposal, please describe.**

## Budget Update

\*See Excel budget sheet

Please explain any variance in your budget.