

**CATHOLIC CAMPAIGN FOR HUMAN DEVELOPMENT
COMMUNITY DEVELOPMENT GRANT PROGRAM
INTERIM REPORT**

NOTE: This report form is to be used by organizations that are completing six years of CCHD funding and/or not reapplying for funding for the coming grant cycle. If your organization is submitting a refund application, the Interim Report will be completed as part of that application.

INSTRUCTIONS:

1. The Interim Report covers the first half of the grant year and highlights organizational accomplishments from July 1 through December 1st. Interim reports are due no later than January 15.
2. The complete Interim package includes the narrative (use form below), the Interim Expense Form, and no more than two press clippings.
3. To upload your Interim Report and Expense Form, and press clippings, simply go to www.grantrequest.com/SID_464/ to login to your account. Once you have logged in, click on the "Requirements" tab and follow the instructions to upload documents from your desktop.
4. **You are required to send a copy of the report to the local CCHD diocesan director.** A listing of their e-mail address is available at [CCHD diocesan coordinators](#).
5. If your organization's e-mail/ mailing address, contact information or primary contact person has changed, it will be important to indicate these changes below by typing in the correct information and changing the font to the color red.

INTERIM REPORT NARRATIVE

SUMMARY OF ACTIVITIES

Provide a brief, one-paragraph summary of how your organizational goals have been advanced with the help of CCHD funding during the first half of the grant year. (Limit 250 words.)

INSTITUTIONAL CHANGE

1. Briefly state the progress on your organization's institutional change goals. Describe new relationships with collaborating groups, partners, etc. that enhanced your organizational capacity and public presence with relation to these goals. If your organization achieved some institutional change during this period, provide a description of the following: (1) the type of institutional change achieved, (2) how many people were impacted by this change, and (3) the estimated monetary value of the change. If you are reporting on multiple institutional change outcomes, please identify them separately. (Limit 250 words)

LEADERSHIP DEVELOPMENT

1. Briefly state the progress on your organization's leadership development goals. Include a description of the specific skills or knowledge taught and the names of the trainers. (Limit 250 words)

2. Total Number of Trainings Held

3. Total Number of Leaders Trained

4. Total Number of New Leaders Trained

5. Percentage of Low Income Leaders Trained

ORGANIZATIONAL DEVELOPMENT	
<p>1. Briefly state the progress made with realizing your organizational development goals in the first half of the grant year. Include your organization's progress in maintaining, expanding, and/or strengthening your membership base. Also describe any changes in your membership base, including any outreach to new constituencies (i.e. ethnic groups, age groups, religious denominations, geographic areas, etc.). Describe steps taken to strengthen your organization's internal decision making and coordinating structures. Indicate any challenges, concerns, adjustments or changes to your organizational goals. Include staffing changes. (Limit 250 words)</p>	
<p>2. New Individual Members Recruited: Indicate the number of new individual members recruited during the first half of the grant year.</p>	
<p>3. New Institutional Members Recruited: Indicate the number of new institutional members recruited during the first half of the grant year. In bullet format list the names of new institutional members.</p>	
<p>4. Technical Assistance Services: If your organization is working with a technical assistance provider, describe the specific services provided and how frequently their services were used. (Limit 250 words)</p>	
FINANCIAL CAPACITY/FUNDRAISING	
<p>1. Internal Fundraising: Indicate the total amount raised from each of the following sources during the first half of the grant year: dues, individual donors, and grassroots fundraising.</p>	
<p>2. External Fundraising: In bullet format list the names of foundations, corporations and/or government sources and amounts granted during the first half of the grant year. (Indicate new sources with an asterisk.)</p>	

CATHOLIC CHURCH-RELATED PARTICIPATION IN CCHD FUNDED ORGANIZATIONS

The mission of the Catholic Campaign for Human Development is to address the root causes of poverty in the United States through promotion and support of community-controlled, self-help organizations and through transformative education. In this regard, CCHD is interested in identifying Catholic clergy, parishes and organizations with membership in or working in support of CCHD funded organizations.

1. Catholic Parish and Organizational Members: List the names of Catholic parishes or other Catholic organizations that are members of your organization.

2. Catholic Clergy: List the names of key Catholic clergy who are involved with your organization's efforts. Indicate their parish affiliation.

3. Catholic Partners: List the names of Catholic organizations that act in support of your organization's efforts, but are not members.

FOR GRANTS WITH CONDITIONS

If a condition(s) was placed on your grant, restate the condition(s) and briefly describe any progress towards meeting it/them. If not, please enter N/A.