Note: Refer to the [Results: Flow Chart and Glossary on Carnegie Corporation’s website](http://www.carnegie.org/media/filer_public/a9/ea/a9ea9da4-30e0-4a0d-9c0a-4f6bb1afcae0/ccny_results_flowchart_glossary.pdf) for an explanation of “Project Objectives,” “Performance Measures” and other italicized terms below.

**GENERAL INFORMATION:**

1. Organization Name:
2. Grant number (as indicated in your Grant Agreement):
3. Project title (as indicated in your Grant Agreement):
4. Date of report:
5. Name, email address, and phone number of primary contact:
6. Name, email address, and phone number of principal investigator (if different from primary contact):
7. Grant funds remaining as of date of this report:
8. If applicable, list any significant administrative factors that changed during grant period? Examples include change in P.I. or funding.

**PROJECT SUPPORT GRANTS:** (If you received a General Support Grant please skip this section and go to General Support Grants.)

1. List the proposed *Project Objectives* as listed in your Grant Agreement.
2. If achieved, do you still think the *Project Objectives* originally articulated will lead to the long-term outcomes articulated in the proposal? If not, what changes should be made?
3. List the proposed *Performance Measures* as listed in your Grant Agreement.
4. Describe the actual *Performance Measures* and variances (if applicable) including internal and external constraints on your organization’s ability to chart, monitor, and understand its own progress over time.
5. Describe the grant *Project Activities* and resulting *Project Outputs* to date.
6. Did the specific actions you took/activities you pursued during the grant period differ from what was originally proposed? If so, please explain.
7. Briefly describe major activities planned for the next phase of the project:

**GENERAL SUPPORT GRANTS:** The report should reflect the Organization’s work as a whole. (If you received a project support grant please skip this section and go to Modification Requests.)

1. Describe the progress made towards the Organization’s *Objectives* and discuss any changes to them (when applicable), including specific examples of progress, obstacles, and lessons learned. If achieved, do you still think the Organization’s *Objectives* will lead to the long-term outcomes articulated in the proposal? If not, what changes should be made?
2. Describe the grant Organization’s *Activities* and resulting *Outputs* to date.
3. Were there significant changes in your Organization’s strategies or objectives? If so, please explain.
4. Briefly describe major activities planned for the next year of the grant term.

**MODIFICATION REQUESTS:**

1. Do you anticipate a budget revision? (N/A for General Support Grants) *Note: requests are required when change to line items amount to more than 20 percent of the budgeted amount or when line items are added or deleted from the original budget*? If a budget revision is necessary, please email grantsinfo@carnegie.org, including the grant number and noting you are requesting a budget re-allocation in the email. You will be sent an automated email and directed to the Grantee Portal for more information once the modification request has been created in Fluxx. Please refer to the [grant modification request section](http://www.carnegie.org/grants/grantees/reporting-requirements-modification-requests/) on our website for additional information.
2. Do you anticipate requesting a no-cost extension? If an extension is necessary, please email grantsinfo@carnegie.org, including the grant number and noting you are requesting a budget re-allocation in the email. You will be sent an automated email and directed to the Grantee Portal for more information once the modification request has been created in Fluxx. Please refer to the [grant modification request section](http://www.carnegie.org/grants/grantees/reporting-requirements-modification-requests/) on our website for additional information.

**FINANCIAL REPORT:**

1. Please attach a report detailing the income and expenditures made in reference to this grant (i.e., how Corporation funds were spent) that is comparable to the original budget submitted to the Corporation. You may, but are not required to, use [the template located on our website](http://www.carnegie.org/media/filer_public/f8/68/f8682c23-27d0-4b24-be21-8926f2aeba91/ccny_fnx_template.xlsx).