



A FUND OF THE COMMUNITY FOUNDATION
FOR SOUTHERN ARIZONA

Guidelines to 6-Month Progress Reports to the LGBT&S Alliance Fund.

Submit this (electronic) report, which can be as short as a page, but no longer than three pages, as a single-file PDF **attachment** to an email to Kelly Huber, the Alliance Fund Program Coordinator at khuber@cfsaz.org due **November 30, 2016**.

Include:

- Name of parent organization
- Name of the project
- Amount (\$) of the grant
- Project Director
- Author(s) of this 6-month report
- Brief description of the project
- Challenges, expected and unexpected
- Progress on achieving goals
- Funds expended to date
- Likelihood of completing project as planned
- Other information you want us to have

Guidelines for the final report on this project will come later. Note that the final report is a written report. If your project has been completed and you wish to submit your final report at this time, please email me for the requirements.