

**SAMPLE FSP SEMI-ANNUAL REPORT FORM**

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**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.

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