



**CALIFORNIA DOCUMENTARY PROJECT
Interim Report Self-Evaluation Questions
(Production Grants Only)**

CDP Production grants require the submission of an **Interim Report** in order to receive the next 40% of awarded grant funds. You may submit your **Interim Report** at any time you have expended the first 50% installment of funds. You can access the online reporting form through the grantee portal: <https://ch-grants.smapply.io>

A complete Interim Report includes:

1. Information on project activities to date, including:
 - *Research
 - *Meetings or consultation with humanities advisors
 - *Fundraising
 - *Production
 - *Outreach
 - *Details for confirmed public activities/presentations
 - *Other major project activities and developments
2. Interim budget reporting form showing how California Humanities funds have been spent. (Excel template attachment to online reporting form)

For questions, please contact Senior Program Officer John Lightfoot jlightfoot@calhum.org or Grants Manager [Debra White at dwhite@calhum.org](mailto:dwhite@calhum.org).