



## California Documentary Project NextGen Grant Completing Your Interim Report

This page is a guide to completing the California Documentary Project NextGen grant **Interim Report**. The anticipated completion time for the interim report is 30 minutes to 1 hour.

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

You may submit your **Interim Report** at any time you have expended your first installment of funds (50% of award) and have made significant progress on planning or implementing your project.

Upon review and acceptance of your **Interim Report**, the next 40% of your total award funds will be issued to the grantee organization. Generally, this will take place within one month of receipt of the report.

### A complete Interim Report includes:

- ☐ Online reporting form: <https://ch-grants.smapply.io>
  - ☐ [Progress on your project \(Max 300 words\)](#)
  - ☐ [Remaining Activities \(Max 300 words\)](#)
  - ☐ [Any Additional Information \(if applicable\)](#)
- ☐ Interim budget reporting form showing how California Humanities funds have been spent. (Excel template attachment to online reporting form)
- ☐ Note: If you wish to request approval of changes to your Grant Agreement or to the plans, timeline, or budget outlined in your approved proposal or any subsequent amendments, you may do so by also completing a Change Request through the Grantee Portal. Select "Change Request."