



The Wellmark Foundation is an Independent Licensee
of the Blue Cross and Blue Shield Association

Interim Progress Report

Please include the following information in your Interim Progress Report:

Organization Contact Information

Organization Name:

Project Name:

Award Amount:

Report due date and time period covered in the report:

Contact name, title, email address:

Narrative Report

1. Progress this reporting period

Provide a general overview of the project and how it has been proceeding. Is the project proceeding as you had planned? If so, please recap the progress you have experienced thus far. If not, please include your new timeline.

Which activities/outputs have produced the anticipated results, and which have not? What are your accomplishments and indicators? What lessons have you learned during the past year that will help you to achieve your intended outcomes? These should be both project specific as well as broader lessons (i.e. best practices, cultural messages/attitudes, etc.)

2. Strategic modification

What modifications to your strategy or project, if any, are you considering and why? Have there been any significant changes in staff as related to the project?

3. Goals and Objectives

State the impact, goals, and objectives of the project. Include any progress you have experienced in reaching the goals and objectives to date.

Which goals have you been unable to reach? Please explain. What lessons have you learned during this time period that will help you to achieve your intended outcomes in the end?

4. Leverage

Has the project received any additional funding? If so, how has this impacted your project and goals?

5. Additional narrative

Please feel free to include any comments or additional information that you would like to share.

Budget Report

Provide a copy of your approved project budget and a listing of your actual project expenses to date. Include a listing of your donors, or sources of income.

Photos or Related Items

Include any photos of your project that show your progress.