*This is a template for your Sustainable Jersey Small Grants interim status report. We have provided this for your convenience and for adhering to our reporting requirements. You do not have to use this template to meet our reporting requirements but please be sure to include all information outlined in this template.*

*Please submit your Interim report electronically to* [*grants@sustainablejersey.com*](mailto:grants@sustainablejersey.com) *and include the municipality and “201X Small Grants Status Report” in the subject line.*

*If you have any questions or concerns regarding the interim report, your grant award project, or the Small Grants Program please contact* [*grants@sustainablejersey.com*](mailto:grants@sustainablejersey.com) *or by phone at 609-771-2836.*

**Municipality:** Name of Municipality

**County:** County

**Grant Award Amount:** Grant amount

**Submitted on:** Date submitted

**Report Prepared By:** \*\*Name

**Title:** Title

**Address:** Address

**Phone**: Phone

**Email:** Email

\*\**Please attach your original contact sheet note if there are any changes to the official contact for the grant. If so please include the new contact information*.

**Project Description:** Please briefly restate (2-5 sentences) your original project as proposed in your grant application.

**Status Report:** Please summarize the efforts that have taken place to complete the project described above. If the project has multiple tasks/objectives/deliverables as outlined in the proposal consider organizing the report by each of these areas. Mention any changes to the original project since the application was submitted including changes to deliverables, timeline, or budget.

In this section you should also detail any expenditures to date unless providing a separate attachment documenting these.

Note: This section may vary from a paragraph to a few pages depending on the original grant proposal and the current progress to date.

**Attachments:** Please include any photos, flyers, outreach materials, expenditure reports, etc. from your projects.