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**Interim Narrative Report**

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| **GRANT INFORMATION** | | | | | |
| Project ID  (ex: United States 2-03) |  | | | | |
| Organization’s legal name |  | | | | |
| **Project Title** |  | | | | |
| **Project Duration**  (# of months) |  | **Interim Report #** | | |  |
| **Reporting Period**  (mm/dd/yy – mm/dd/yy) |  | | | | |
| **REPORT PREPARER** | | | | | |
| Title (Dr / Ms / Mr) |  | | First Name |  | |
| Family Name |  | | Position |  | |
| **Direct telephone** |  | | | | |
| **Mobile telephone** |  | | | | |
| **Direct email** |  | | | | |
| **Skype ID** (if applicable) |  | | | | |

**INSTRUCTIONS:**

1. This report is due approximately every six months throughout your grant project cycle. For more information on specific due dates, please consult the first page of your grant agreement.
2. Please note that your narrative report should be submitted in English. If you are interested in referencing this template in an alternate language, please refer to our website to access the forms: <http://global.tobaccofreekids.org/en/about_us/grants/forms>
3. Please answer each question as completely as possible. If you require clarification on any question, please consult your TFK Program Officer.
4. Be sure to address the progress of all activities which should have been completed during this reporting period based on the project workplan.
5. This report should be accompanied by an Interim Financial Report. If you do not have a CTFK Financial Report template, please contact your TFK Program Officer to secure one.
6. Completed narrative and financial reports can be email directly to [grants@tobaccofreekids.org](mailto:grants@tobaccofreekids.org). Please note that report processing can take up to 30 days.

**Please provide responses to the following questions:**

1. Please list the major objectives of your project.
2. List and briefly describe progress towards the objectives of your project during this reporting period, including all completed activities which were included in the project workplan.
3. List and briefly describe activities completed during this reporting period which were not included on the project workplan, if any:
4. What changes did you make to your stated objectives, strategies or activities during this reporting period? Why did you make them, and how have they affected your overall progress? Please be sure to list any activities meant to be completed during this reporting period based on the project workplan which were not completed.
5. What major obstacles have you faced during this reporting period?
6. What unanticipated opportunities have arisen during this reporting period?
7. What CTFK assistance (such as input from legal, research, media/communications, for example) would be helpful in completing the objectives of your project?
8. During this reporting period, were any funds spend to support or oppose candidates for elected office? If yes, what amount of grant funds were used.

**APPENDICES:**

In addition to the interim narrative and financial reports, please submit the following documents:

1. Copies of any materials produced under this project (including reports, fact sheets, advertisements, etc.) regardless of language. Please also send any related newspaper articles, videos, photos, etc.
2. an updated list of all project staff members including name, position title, and position responsibilities. Please also list the consultants involved in project during the reporting period and their responsibility.
3. A copy of the organization’s latest audited financial statements including: auditor’s letter, organization financial statements and accompanying notes, and auditor’s management letter.

These documents may be sent electronically to [grants@tobaccofreekids.org](mailto:grants@tobaccofreekids.org)