

INTERIM Report Guidelines

(Report should be organized in the following sections)

1. Cover Page

- Includes Project Number and Project Title
- Pillar Number
- Applicant Name, Report Number (Interim #1, Interim #2)
- Reporting Period and Date of Submission
- Program Coordinator

2. Executive Summary (should be in layman's terms – 1 page maximum)

- Summary of activities to date
- Objectives or goals accomplished
- Highlight achievements and reach of project to date (if applicable) and/or issues that have affected success of the project to date

3. Detailed description of the Project

a) Objectives and Project Input

- Identify the project objectives
- Identify the project inputs i.e. funding level, staff resources, cash and in-kind and other resources utilized in the project to date

b) Activities / Methodology

- Update on all activities undertaken to reach the project objectives – link these activities to the outlined milestone schedule
- Outputs created as a result of activities to date (if promotional material is produced, a sample should be included in the report)
- Any changes or barriers/issues related to the completion of activities

4. Results to Date (short-term)

- Compare the results to date with the expected results and explain any differences
- Are the results to date satisfactory? Explain
- Identify the public good/benefit of the project to date

5. Reach and Communications (actual vs. expected)

- Identify primary target of this project i.e. agricultural producers, processors, rural Ontarians, consumers, youth, farm families

- Indicate the total number of people reached by this project to date
- Papers published, seminars or conferences attended
- Please provide a copy of any communications material developed for this project and indicate number printed/distributed and the target audience
- Indicate when OGWRI was identified as a supporter throughout the period of the project

6. Conclusion and Next Steps

- Activities planned for the next period, according to milestones outlined in schedule
- Next milestones - expected outcomes for next milestone
- Degree of project completion (%) to date