



Education and Housing Equity Project Records.

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THE *Saint Paul* FOUNDATION

February 22, 1999

Mr. Dick Little
Executive Director
Education & Housing Equity Project
122 West Franklin Avenue
Suite 320
Minneapolis, MN 55404

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RE: Tracking #: SP-97-0861
To help finance the "Citizens Summit".

Amount: \$5,000

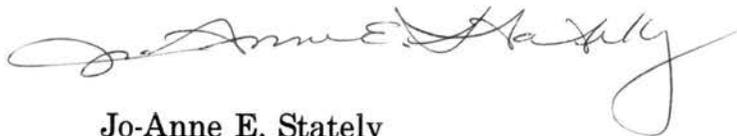
Dear Mr. Little:

This letter is being sent as a courtesy reminder that the final report for the above referenced grant is due on March 31, 1999.

A copy of the interim/final report form is enclosed. Complete the front of the form and use it as a cover page for your report. Report narrative guidelines can be found on the back of the form. Please include the information requested in the narrative guidelines when completing your report.

Please feel free to call me at (651) 224-5463 if you have any questions. I look forward to learning more about the outcome of your grant.

Sincerely,



Jo-Anne E. Stately
Senior Program Officer

JES:rem

**INTERIM/FINAL REPORT FORM
FOR GRANTS MADE BY THE SAINT PAUL FOUNDATION**

To be completed annually by multi-year projects and at the end of the grant period by all projects.

Please complete this Form and provide it as a cover sheet to the Interim or Final Report Narrative. The report narrative should follow the guidelines provided on the back of this form.

This form should be copied and used for multi-year reporting purposes, if applicable. Please address this report to the Program Officer responsible for this grant, noted on your Terms of Grant Agreement.

Grant Number: _____ Date Submitted: _____

Name of Recipient Organization: _____

Address: _____

Telephone: () _____

Project Title: _____

Total Grant Amount: _____

Purpose of Grant: _____

Conditions of Grant, if any: _____

Type of Report:

Grant Period:

Interim _____

Starting Date _____

Final _____

Ending Date _____

Grant Funds Expended to Date: _____

Name of Project Director: _____

Telephone: () _____

**THE SAINT PAUL FOUNDATION
INTERIM/FINAL REPORT NARRATIVE GUIDELINES**

The following information is needed by the Foundation to help it monitor the outcome of your grant.

Project Information:

1. **Activities:** List and briefly describe all grant-supported activities completed to date, and outcomes, if applicable. List and briefly describe any activities that were not completed and indicate why they were not completed.
2. **Concerns/Unintended Outcomes:** List and describe any problems encountered as well as any changes in plans or personnel, and unintended outcomes that have occurred to date.

Financial Information:

3. **Total Project Cost:** Provide total project income and expense information to date, including actual income and expense comparison to the original budget provided in the proposal. Please submit a certified audit including the grant period, if available.
4. **Budget Changes:** Describe budget changes approved by the Foundation or other financial adaptations required by some unanticipated situation.
5. **Grant Funds:** Indicate the grant funds spent to date as well as any unexpended grant funds.
6. **Other Sources of Project Support:** Provide a list of grant requests and amounts approved, denied, or pending for this project.

Appendices:

7. Attach copies of any articles, reports, brochures, etc., related to this project.

**THE *Saint Paul*
FOUNDATION**



SP-97-0861

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