



Guidelines for Interim Narrative Reports

Updated July 2022

Background

The Commonwealth Fund is interested in hearing about your work and lessons learned to date during your project. The information you provide is very valuable to our partnership and will help us to:

- understand your work more deeply, including your successes, challenges, learnings, and aspirations
- share your work and learnings with new and prospective partners
- where appropriate, begin a conversation about providing additional support in areas where partners are facing challenges or are seeking to amplify a particular area of their work

If you need any further clarification or have additional questions about this document or your report, please contact the Fund at (212) 606-3800 or grants@cmwf.org. We appreciate your honest feedback and reflection, and we look forward to reading your report.

Instructions

Please respond to the questions below at the length you find appropriate. There are no required word counts for your responses.

Describe the progress and accomplishments of this project to date.

Refer to the project payment and reporting schedule (P&R) for a list of planned project activities or deliverables. There may be additional items you wish to describe as well.

What challenges have you encountered? If you learned any lessons that might be helpful to other grantees, please share them here.

We have chosen to fund innovative projects, and we understand that challenges are inherent to work that strives to change a system, test a new model, or explore a new area of inquiry. Sharing the difficulties you faced gives us the chance to help if possible. It also helps us to learn from your experience so we can share potential barriers and lessons with other grantees and be proactive about solutions when possible.

Describe the plan for the remainder of the project period.

Outline the major tasks that will be undertaken during the next phase of the project. If your goals, objectives, or activities need to change from what was originally proposed and approved, please begin by describing the proposed revisions and reasons for these changes.

Do you have any suggestions on how the Commonwealth Fund can better support this project in the future?

(OPTIONAL) Is there anything else you'd like us to know about this project and your experience, your work, or your organization?