

Sample – RMSFF Six Month Check In

Richard M. Schulze Family Foundation

Downloading a .doc version of this document for practice/preparation

For your convenience, .doc and .pdf versions of this questionnaire are available on the <https://www.schulzefamilyfoundation.org/grants/resources-for-grant-writers/>Resources for Organization Grant Writers landing page on our website. Downloading this document will allow you to create a draft with aligned word counts that you can then copy and paste into this form when you are ready.

Sample - Six Month Check In Questionnaire

We have reached the six month mark in your Spring 2024 Richard M. Schulze Family Foundation grant award. Consistent with your award acceptance letter, we'd like you to take some time to check in with us and let us know how you are doing. We estimate it will take you no more than 30 minutes to complete the questionnaire. Your answers will be a valuable check-in exercise for all of us and allow for a mid-year connection with your program officer if necessary.

Thank you in advance for your time and attention.

Project/Program Name

Character Limit: 100

Amount Awarded

Character Limit: 20

Grant Type

Character Limit: 250

Choices

Challenge
Installment
Matching
One Time

Program Objective #1:

This is your original program objective as described in your application and shared here.

Character Limit: 1000

Progress on Program Objective #1*

Please choose the status that best describes your current progress on Program Objective #1.

Choices

We are on track and on pace with our timeline & goals.

We are ahead of the game with our timeline & goals.

We are off track, but we will be able to catch up.

We will not meet our timeline and goals; we will contact our program officer ASAP.

Please explain

If you chose off track but will be able to catch up, please explain how. If you indicated you will not meet your timeline and goals, please provide a brief explanation as to why. This is also a place to share information about on time and on pace progress, if you choose.

Character Limit: 5000

Program Objective #2:

If you had a second program objective in your application, it is shared here.

Character Limit: 1000

Progress on Program Objective #2

Please choose the status that best describes your current progress with Program Objective #2.

Choices

We are on track and on pace with our timeline & goals.

We are ahead of the game with our timeline & goals.

We are off track, but we will be able to catch up.

We will not meet our timeline and goals; we will contact our program officer ASAP.

Please explain

If you chose off track but will be able to catch up, please explain how. If you indicated you will not meet your timeline and goals, please provide a brief explanation as to why. This is also a place to share information about on time and on pace progress, if you choose.

Character Limit: 5000

Program Objective #3:

If you had a third program objective in your application, it is shared here.

Character Limit: 1000

Progress on Program Objective #3

Please choose the status that best describes your current progress with Program Objective #3.

Choices

We are on track and on pace with our timeline & goals.

We are ahead of the game with our timeline & goals.

We are off track, but we will be able to catch up.

We will not meet our timeline and goals; we will contact our program officer ASAP.

Please explain

If you chose off track but will be able to catch up, please explain how. If you indicated you will not meet your timeline and goals, please provide a brief explanation as to why. This is also a place to share information about on time and on pace progress, if you choose.

Character Limit: 5000

Program Officer Assignment

Please use the drop down list to choose the program officer assigned to this grantee.

Choices

Allar, Berit
Church, Lisa M.
Dienhart, Mark C.
DiMercurio, Ana
Dunker, Barb J.
Friederichs, Marla J.
Geier, Mary Beth
Halverson, Linda
Hamburger, Jill
Hoepfner, Steve A.
Keffer, Charlie J.
Kraft, Brian T.
Lee, Dave
Otto Phillips, Sheila
Webster, Kelly Q.
Zumwinkle, Michael P.

Thank you for taking the time to check in with us at the six-month mark of your grant award. You will receive a reminder from the system 10 days before your final report due date.

If you have pictures you are particularly proud of, including those of your staff and service providers, please complete and submit this form.

In the meantime, if you have any questions or concerns, please feel free to contact Brian Kraft, Berit Allar or your program officer.

Have great days!