

**THE DEGEN FOUNDATION  
PO BOX 10366  
FORT SMITH, AR 72917**

**FORMAT**

Please use this format for both **Interim Progress Reports** and **Final Reports**:

**Narrative** – 2 to 4 pages preferred

- Include a brief description of the project.
- Please restate the goals you set for the project during the grant period.
- Progress and/or setbacks relative to these goals.
- How you measure the project’s impact on participants and/or the broader community. Please cite specific indicators of change and the time period over which you measured them.
- What you learned from this information and how you applied or will apply it to improve future activities or strategy.
- Significant board and/or staff changes, if any.

**Financial** – complete the “Expenditure Report” form provided by the Foundation.

**ATTACHMENTS (OPTIONAL)**

- The most recent annual report, if not already provided.
- Most recent publications, news articles or other relevant materials about your organization or the funded project. Please be selective.

Please send all materials to:

Att: Executive Director  
The Degen Foundation  
P.O. Box 10366  
Fort Smith, AR 72917

OR

Email to: [apply@thedegenfoundation.org](mailto:apply@thedegenfoundation.org)