





**INTERIM AND FINAL REPORT FORM**

2009 Tobacco Communities Reinvestment Fund Demonstration Grant Program

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Project Title: \_\_\_\_\_

**Report date:** (please ✓ a box)

Interim \_\_\_\_\_

Project Coordinator: \_\_\_\_\_

Final \_\_\_\_\_

Coordinator's Signature: \_\_\_\_\_

1. Describe the progress you have made in completing the project tasks outlined in your contract. Please, specifically note how project activities relate to expenses listed on the financial report form.

2. Describe any problems encountered, solutions developed, and any other insights you've arrived at through your work on the project.

## EXHIBIT B—Report Form

3. What steps have you taken to inform others (farmers, extension agents, public officials, community members, etc.) about your project? How many people have you reached?
  
4. What markets have you identified for your product? How much product do they need? When do they want you to deliver? What price will you receive?
  
5. INCOME: How much income have you received from the project to this point (not including grant money)?  
  
In your best estimation, what do you expect your annual income from this project will be in 2011?  
GROSS:  
  
NET:
  
6. How many hours of paid labor have resulted from the project? At what wage rate? How many employees? Who are the employees?  
  
How many hours of unpaid labor have resulted from the project?
  
7. What has the project done to enhance or protect the environment? What tobacco facilities or equipment have you used in your project?
  
8. What problems do you foresee in the future? In what areas may you need technical assistance?
  
9. Is the project on schedule? At this point, do you foresee any need to make alterations to the timeline or budget? If so, please attach an additional sheet explaining the necessary changes.