



Institutional Grants Program  
INTERIM REPORT  
2021-2022

The following questionnaire must be completed by all recipients of funding through the Institutional Grants Program (IGP) for a project taking place between April 2021-March 2022.

**PART 1**

1. Name of Institution: \_\_\_\_\_

2. Project Title: \_\_\_\_\_

3. Name of contact person: \_\_\_\_\_ Email: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

**PART 2**

4. Please indicate the work on the project that has been completed to this point.

5. Is your project on track to be completed by March 31, 2022? If no, do you anticipate that your institution will need to return some or all of the grant money to the SCAA?

INTERIM REPORT 2021-2022

6. Have purchases of any material or equipment, which were funded through the IGP for this project, been made yet?

YES \_\_\_\_\_ NO \_\_\_\_\_ Not Applicable \_\_\_\_\_

If YES does this complete the project?

YES \_\_\_\_\_ NO \_\_\_\_\_

If NO, indicate the portion still to be completed.

7. Has hiring, if funded through the IGP for this project, been undertaken?

YES \_\_\_\_\_ NO \_\_\_\_\_ Not Applicable \_\_\_\_\_

If YES, when did/will the new hire start?

If NO, indicate when do you expect to hire and begin work on the project.

**Please note that changes to the project scope or budget cannot be made using this interim report form. Institutions are required use this form to report on the progress of the project *as approved* by the IGP Committee.**

**Please send your completed interim report by **October 15, 2021** to:**

Gloria Bearss, Executive Director  
Saskatchewan Council for Archives and Archivists  
Email: [scaa@sasktel.net](mailto:scaa@sasktel.net)

