



FY26 Interim Report Checklist

Program Specialist reviews, consults with grant recipient, and makes any needed changes. After approval, Program Specialist files a note in the grant system and issues the grant agreement.

Project Dates and Schedule

- Project dates are in the correct fiscal year.
- Project locations are in Missouri.
- Ensure that programs are appropriate and fundable.
- If project schedule includes partnerships with other organizations, check if those groups are MAC-funded and if their Interim Report includes the same partnership events.

Budget

- Confirm grant amount is correct.
- Expenses and income must be equal.
- Total expenses and total income must equal twice the grant amount.
- All expenses must be eligible for MAC funding. In case of non-fundable expenses, reopen the form for grant recipient to revise the budget.
- Detailed Budget Descriptions – See [Sample Documents](#)
 - Do the budget descriptions explain the expenses and income?
 - Do they show how the grant recipient calculated the budget line?
 - Are the projected expenses and income appropriate/realistic?

Attachments Include

- Messages to Elected Officials
- Board List (if changed)
- Current IRS Form 990 – See [990 filing schedule](#) based on organization's tax year end.
- Current SOS Registration Report
- Authorizing Official Letter – Required if signed by individuals not listed below:
 - Nonprofit - Executive Director, Chief Executive Officer, or Board Officer (i.e., president, treasurer, and secretary).
 - Public School District - Superintendent
 - Private School - Principal or Pastor
 - College/University - President or Board Officer. Most institutions annually send a list of authorizing officials (by name or job position)
 - City Agency - City Manager or Mayor
- E-Verify Certification for grants over \$5,000
 - Executed MOU for new and first-time grant recipients receiving over \$5,000.

Compliance/Authorization

- Signed by the authorized official. (If necessary, verify that an authorizing letter or other relevant document is on file.)