**Mid-year Grant – Verbal Check-in**

**Meeting Details:**

Mid-year Verbal Grant Check-in, [Date], [Time] via [Form of Communication - e.g. Zoom]

Allegany: [Lead Staff First & Last Name]

[Org. Name]: [First & Last Name of Staff Person], [Title]

Overview

**\*if applicable, you may want to include notes here on next scheduled report/payment due and approval of next funds to release**What have been some of your most exciting developments so far?

Describe any challenges/barriers.

How else can we champion you and your work?

Is there anything else we should know or you would like to share that wasn’t discussed?

**\*if applicable, you may want to include PLAN FOR REMAINING FUNDS and SCHEDULE here as the closing language for the check-in**