

PROGRESS REPORT FORM

Please provide as much information as appropriate
for ***INTERIM REPORT PERIOD***
or in the case of a
FINAL REPORT for the full grant period

GRANT AWARD DATE FROM THE GRANT AGREEMENT _____

GRANT AMOUNT _____

ORGANIZATION _____

REPORT COMPLETED BY _____

DATE REPORT SUBMITTED _____

- INTERIM REPORT DUE DATE: _____
 FINAL REPORT DUE DATE: _____

PLEASE TYPE RESPONSES OR WORD PROCESS USING THIS EXACT FORMAT

Please check the intended use of these grant funds:

- General Operations
 Program Specific
 Capacity/Technical Assistance
 Capital
 Endowment

ADMINISTRATIVE

DESCRIBE ANY ORGANIZATIONAL CHANGES, ACHIEVEMENTS AND SETBACKS, WHICH HAVE OCCURRED DURING THE GRANT PERIOD.
[Example: Board, Staff, Governance]

DID YOU RECEIVE AN “**INFORMATIONAL MEMO**” WITH THIS CURRENT GRANT AGREEMENT? _____ YES; _____ NO
IF ‘YES’ PLEASE INDICATE WHAT ACTIONS HAVE BEEN TAKEN WITH REGARD TO THIS MEMO?

EVALUATION

LIST THE ORIGINAL GOALS AND OBJECTIVES OF THE GRANT.

IN WHAT WAYS, IF ANY, DID THE ACTUAL GRANT-FUNDED ACTIVITY VARY FROM YOUR INITIAL PROJECT PLANS?

DESCRIBE ANY ANTICIPATED/UNANTICIPATED OUTCOMES, BENEFITS, OR CHALLENGES ENCOUNTERED WITH THIS PROJECT/GRANT.

Describe both quantitative & qualitative outcomes.

TO DATE: WHAT ARE THE MOST IMPORTANT RESULTS AND LESSONS YOU HAVE LEARNED FROM THIS GRANT?

HOW WILL YOU UTILIZE WHAT YOU HAVE LEARNED? WHAT, IF ANYTHING, WOULD YOU DO DIFFERENTLY?

WHAT ARE YOUR PLANS FOR THIS PROJECT?

Describe rationale for expansion, replication or termination.

WHAT IS YOUR STRATEGY FOR ON-GOING GENERAL OPERATING SUPPORT/PROJECT FUNDING?

FINANCIAL REPORTING -
SUBMIT ONLY WITH THE FINAL REPORT

- SUBMIT ACTUAL END-OF-YEAR INCOME AND EXPENSES FOR THE YEAR IN WHICH THE GRANT WAS USED.
- **USING THE ORIGINAL BUDGET INCLUDED WITH YOUR PROPOSAL,** PROVIDE AN ITEMIZED BUDGET OF ACTUAL EXPENSES AND INCOME FOR THE PROJECT [OR FOR GENERAL OPERATING SUPPORT] FOR THIS GRANT PERIOD.
PROVIDE A BRIEF NARRATIVE FOR VARIANCES OF 10% OR MORE.
- INCLUDE A DETAILED, COMPLETE ACCOUNTING OF HOW THE SPECIFIC GRANT DOLLARS WERE SPENT. INCLUDING, WITHOUT LIMITATION, SALARIES, TRAVEL AND SUPPLIES.
- WHO ELSE HAS FUNDED THIS PROJECT, AND AT WHAT LEVEL?

ENCLOSURES

- **SELECTED** MATERIALS RELATING TO THE FUNDED PROJECT: Press or news items, brochures, photos, etc.
- FINANCIAL STATEMENTS - as described above

NAME _____
President/CEO/Executive Director

SIGNATURE _____

DATE _____