## 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.

<table>
<thead>
<tr>
<th>GRANT AWARD DATE FROM THE GRANT AGREEMENT</th>
<th>____________________________</th>
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</thead>
<tbody>
<tr>
<td>GRANT AMOUNT</td>
<td>____________________________</td>
</tr>
<tr>
<td>ORGANIZATION</td>
<td>____________________________</td>
</tr>
<tr>
<td>REPORT COMPLETED BY</td>
<td>____________________________</td>
</tr>
<tr>
<td>DATE REPORT SUBMITTED</td>
<td>____________________________</td>
</tr>
</tbody>
</table>

- [ ] 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

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**The Enterline Foundation**  
**Grant Report Form**
**ADMINSITRATIVE**

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

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