

GRANTEE PROGRESS REPORT FORM

Grantee: «Organization»

Amount of Grant: «GrantAmt»

Date Grant Was Authorized: «BoardDate»

Progress Report Due Date(s):

Purpose of Grant: «Description».

Special Terms of the Grant: «Recommendation»

The XYZ Foundation was pleased to have made a grant to your organization and looks forward to receiving a summary of your progress on this project. This information is valuable in helping the Foundation learn about the effectiveness of its grantmaking and to guide future funding activities. We would appreciate your including the answers to the questions below in your report as well as any additional information that would be essential to report your progress. Please note: this report is important to us not only to track the expenditure of funds. We often request reports even before or after our grant funds are spent, in order to better understand the impact of the project.

Please limit your report to three pages or less.

REPORT OF GRANT ACTIVITIES:

1. If there were special terms relating to your grant (see above), describe the current status on meeting those terms.
2. How were the funds from this grant used? Please provide a project budget or receipts if available. If the entire grant has not been expended, please explain your plan for the unexpended amount.
3. Describe any unanticipated benefits or problems you have encountered with this project.
4. If the grant was for an ongoing program or activity, how will funding be secured for continuation?
5. Did this grant assist your organization in obtaining funds from other sources?
6. If you were to undertake this project again, would you do anything differently? If yes, please explain.

If you have any questions, please call Jane Doe, Program Officer, at 123-456-7890. Please return your progress report with this form by the date indicated above. Send to: XYZ Foundation, 1234 Avenue of America, Any Where, USA 12345. Thank you.

