



GRANT PROGRESS REPORT

PLEASE COMPLETE AND MAIL THIS REPORT TO:
PACGDC, P.O. BOX 153, EMMETSBURG, IOWA 50536

GRANT #: _____ PROGRESS REPORT: August 1st December 1st

PROJECT END DATE: December 31st

ORGANIZATION NAME: _____

PROJECT NAME: _____

PERSON COMPLETING REPORT: _____

PHONE: _____ FAX: _____ EMAIL: _____

DUE DATES:

Grant Progress Report #1 due and must be postmarked by August 1st.

Grant Progress Report #2 due and must be postmarked by December 1st.

Final Report due and must be postmarked by December 31st unless an extension request has been submitted and postmarked by December 31st.

IMPORTANT! Please read these instructions in their entirety before completing this report.

Project End Date is the date your grant agreement expires. **THIS IS AN IMPORTANT DATE!**

Any monies that have not been drawn before the end date will be forfeited by the grantee. Any requests for contract extensions **MUST** be submitted on the Extension Request Form and postmarked by December 31st.

The activity report is a list of activities that have occurred as a result of the monies awarded to the group. We want to know:

- 1) What steps have been completed from your work plan?
- 2) What impact have those steps created?
- 3) What steps remain to complete the project?
- 4) What obstacles or barriers have you encountered?

1. Steps taken toward project outcome since the last report:

2. Steps remaining for project completion:

3. Identify any obstacles or barriers that you have encountered. Has your time frame changed as a result of this? If so, please indicate when your project will be complete.