

# Progress Report

**GRANTEE:**

**GRANTOR:** Jack Miller Family Foundation

The following information is needed to help us monitor the activities and outcomes of the grant to your organization. If any component is not appropriate to your project, please list the component and the reply of N/A. Please submit your report via e-mail to Suzanne Knoll, Grant Coordinator, at [suzanne@tbgfoundations.org](mailto:suzanne@tbgfoundations.org). Please note that scheduled grant payments may be delayed if a progress report is not received timely.

## **A. GRANT PROFILE**

1. Date of grant:
2. Total amount of grant:
3. Remaining grant funds (as of the last day of the most recent quarter):
4. Purpose of grant:
5. Reporting period:

## **B. PROJECT UPDATE**

1. Compare and evaluate the organization's specific and measurable objectives listed in its proposal with the actual results achieved during the grant period.
2. If any changes were made to the original grant purpose or the proposed project, please outline the modifications and explain the reasons.
3. Note any obstacles that were encountered that hindered progress. Conversely, state any unforeseen benefits that served to enhance the progress.
4. Assess the general organization/program that the foundation supported. What, if any, changes will be made as a result of this review?
5. With respect to the work supported by this grant, what problems and prospects do you foresee both in the short-term and the long-term?
6. Note any comments, suggestions or criticisms in working with the Foundation or its staff.

## **C. SUPPORT MATERIALS**

1. If a program budget was submitted with the proposal, please compare the original budget to costs incurred to date.
2. You may attach copies of any significant materials, newsletters, brochures, articles, etc. which shed light on the project or your organization's activities.