
McAuley Ministries, Inc.

PROGRESS REPORT FORMAT

Please include with your report a financial accounting of all grant funds to date, using the budget submitted with your grant application. Your progress report should also address each of the questions below. Your report need not be lengthy; two-three pages will be adequate.

A. Organizational Information

Organization _____

Address _____

Phone _____ Fax _____

E-mail _____

Executive Director _____

Contact person (if other than Executive Director) _____

B. Grant Information

Amount of Grant _____ Period of Grant _____

Project Name _____

Purpose of Grant _____

C. Progress Report

1. Please list each stated project objective or outcome. What progress have you made toward achieving your objectives/outcomes? Tell us 1-2 brief stories about how your clients and/or organization are benefitting from the project.

2. Have you revised your original objectives since the project began? If so, why? What are your new objectives?

3. What challenges are you facing as you move forward with this project? How are you approaching these challenges?

4. Do you anticipate any difficulties in completing your project in the timeframe outlined in your proposal?