

MAINE COMMUNITY FOUNDATION
PROGRESS REPORT FORM
FOR SPECIAL GRANTS

The purpose of this form is to document how your organization has used grant funding to support your organization and projects. All recipients of grants that are \$20,000 or greater are required to complete this progress report form. To help us learn the most from your experience, and improve our grantmaking, please provide candid and honest responses to the questions below. Your answers are for internal use only and will be kept confidential.

DIRECTIONS:

Please refer to your original grant proposal and budget when completing this report.

- a. Capacity-building grant recipients should submit a year-to-date organizational budget
- b. Project grant recipients should attach an updated project budget detailing the use of grant funding and any additional revenue used for the project.
- c. Multi-year grants require the completion of a progress report 1 month prior to the end of each grant year.

Please complete this form using Microsoft Word. You can click on the shaded areas to type in your answers or simply copy the form into a new document and type in your answers. Please limit your report to **three pages maximum**. Be sure to use a font size of at least 11 points and margins of at least one inch.



PROGRESS REPORT FORM FOR SPECIAL GRANTS

ORGANIZATION NAME: _____

PROJECT COORDINATOR: _____

PHONE: _____ EMAIL: _____

ANNUAL OPERATING BUDGET _____

WEBSITE: _____

GRANT APPLICATION DATE: (MONTH/YEAR): _____ GRANT AMOUNT: _____

PROJECT REPORT DATE: (MONTH/YEAR): _____

1. PROJECT TITLE AND ONE SENTENCE DESCRIPTION OF THE PROJECT:
2. PROJECT STATUS: AT THIS TIME, THE PROPOSED PROJECT IS (CHECK ONE):
 COMPLETE IN PROCESS- ESTIMATED COMPLETION (MM/YR): _____ NOT YET BEGUN
IF THE PROJECT HAS NOT BEEN STARTED YET, PLEASE EXPLAIN WHY AND GIVE AN ESTIMATE OF THE START AND COMPLETION DATES.
3. APPROXIMATELY HOW MANY INDIVIDUALS OR GROUPS HAVE BEEN SERVED BY OR HAVE PARTICIPATED IN THIS PROJECT TO DATE?
4. LIST UP TO THREE PROJECT OUTCOMES OR RESULTS THAT WERE INCLUDED IN YOUR ORIGINAL PROPOSAL FOR SUPPORT.
5. HAVE YOU MADE ANY SIGNIFICANT CHANGES TO THE DESIGN OF YOUR PROJECT? THIS COULD INCLUDE CHANGES IN THE PROJECT TIMELINE, EXPECTED RESULTS, PARTICIPANTS OR THE STRATEGIES USED? IF SO, PLEASE DESCRIBE THEM AND ANY IMPORTANT FACTORS THAT LED TO THESE CHANGES.
6. WHAT STRATEGIES ARE YOU USING TO IDENTIFY OR MEASURE THE SUCCESS OF THIS PROJECT? (EX. COUNTING THE NUMBER OF PARTICIPANTS OR USING PARTICIPANT SURVEYS, ETC.)
7. DESCRIBE THE MOST IMPORTANT ACHIEVEMENTS OR RESULTS THAT YOU HAVE ACCOMPLISHED TO DATE.
8. PLEASE SHARE ANY SIGNIFICANT LESSONS YOU HAVE LEARNED FROM DESIGNING AND IMPLEMENTING THIS PROJECT. FOR EXAMPLE, WHAT WOULD YOU DO DIFFERENTLY IF YOU COULD DO THIS PROJECT AGAIN? WHAT WOULD YOU ADVISE ANOTHER ORGANIZATION IF THEY WERE INTERESTED IN DOING A SIMILAR PROJECT?
9. IF YOU COLLABORATED OR PARTNERED WITH ANOTHER ORGANIZATION(S) TO DEVELOP OR IMPLEMENT THIS PROJECT, DESCRIBE IN GENERAL TERMS ANY CHALLENGES AND/OR THE BENEFITS THAT RESULTED.

COMPLETE THE FOLLOWING SECTION IF YOU INTEND TO USE THIS GRANT FUNDING TO CONTINUE THE PROJECT NEXT YEAR (YOU MAY USE AN ADDITIONAL PAGE).

- 10. WHAT NEW ACTIVITIES AND GOALS OR RESULTS WILL YOU PURSUE NEXT YEAR?
- 11. WHAT DO YOU SEE AS THE IMPORTANT NEXT STEPS FOR THIS PROGRAM OR YOUR ORGANIZATION?
- 12. HOW WILL THE PROJECT BUDGET CHANGE NEXT YEAR?

PLEASE PROVIDE FEEDBACK ABOUT YOUR EXPERIENCE WITH MAINE COMMUNITY FOUNDATION. FOR EXAMPLE, WAS IT DIFFICULT TO APPLY? WERE MAINECF STAFF HELPFUL AND ACCESSIBLE?

- YEAR-TO-DATE ORGANIZATIONAL BUDGET ATTACHED (CAPACITY-BUILDING GRANT RECIPIENTS)
- UPDATED PROJECT BUDGET ATTACHED (PROJECT GRANT RECIPIENTS)

By submission of this report we hereby certify that the individual submitting this report is authorized to submit it on behalf of the organization and that we are in compliance with the requirements of the grant letter and that any funds expended have been expended in accordance with the purposes of the grant. If you are unable to do so, please contact your Grants Administrator before submitting this report.

Signature

Date

Print name

Thank you!
Please email this form to grants@mainecf.org or mail to:
Maine Community Foundation
50 Monument Square, 6th Floor
Portland, ME 04101