

**MAINE COMMUNITY FOUNDATION
PROJECT PROGRESS REPORT**

Directions:

All recipients of MaineCF grants **are required** to complete this progress report form. This form may be completed in two ways: 1) open it in Microsoft Word and click on the shaded areas to type in your answers (preferred) or 2) simply print it and type or write in your answers.

In either case, please limit your answers to a total of 2 pages and use a font size of at least 11 points.

GRANTEE ORGANIZATION: _____

PROJECT TITLE: _____

PROJECT COORDINATOR: _____

PHONE: _____ **E-MAIL:** _____

DATE: _____ **GRANT AMOUNT:** _____

1. At this time, the proposed project is (check one):

- Complete In progress. 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.

2. *Estimate* how many people have participated in or have been served by this project. _____

a. Is this level of participation (check one)

- Lower than expected About what was expected Higher than expected

b. Briefly explain what factors may have affected the level of participation (positively or negatively)

3. Describe one of the most important project results or outcomes that you identified in your original grant application.

a. Check the number that best reflects the progress made toward this result.

<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
Very little or no progress	Some progress	Significant progress	Result Achieved	Exceeded expected result

b. Briefly explain your answer.

c. Please describe any factors (positive or negative) that affected your progress toward this result.

4. Please share one success story related to your project.

5. If you could do this project again, what would you do differently?

6. Please describe briefly and in general terms the challenges and the benefits you have experienced as a result of trying to use a partnership or collaboration to plan, implement, or evaluate this project.

7. Please provide feedback about your experience with Maine Community Foundation. (Check the appropriate box)

	Disagree strongly	Disagree	Agree	Agree strongly	
a. The effort to apply and report for this grant was worth the support received.	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	
b. The MaineCF staff was accessible.	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> N/A
c. The MaineCF staff was helpful.	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> N/A

Optional:

Please use this space to share any other suggestions, ideas, or feedback you wish to give the Maine Community Foundation.

Thank you!

Please e-mail this form to grants@mainecf.org or mail to:

Maine Community Foundation
1 Monument Way, Suite 200
Portland, ME 04101