



PROJECT QUARTERLY PROGRESS REPORT

Directions:

All recipients of the Gloria C. MacKenzie Foundation, Inc. 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 use a font size of at least 11 points.

GRANTEE ORGANIZATION: _____

PROJECT TITLE: _____

PROJECT COORDINATOR: _____

PHONE: _____ E-MAIL: _____

GRANT DATE: _____ REPORT 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. Describe one of the most important project results or outcomes that you identified in your original grant application.

a. Please describe any factors (positive or negative) that impacted your progress toward this result?

3. Briefly describe how your project impacted the community served? For example, what is better in your community or organization as a result of you doing this project?

4. Briefly describe how you used the grant funding you received for this project from the Gloria MacKenzie Foundation. **Be sure to include receipts for expenditures.** Include whether you spent all of the grant funds awarded or if there are remaining funds.

Please e-mail this form to LPeabody@GloriaCMacKenzieFoundation.com or mail to:

Gloria C. MacKenzie Foundation, Inc.

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