

Grantee Progress Report (template)

General Instructions to Grantees:

Please submit a 2-4 page narrative description addressing the Grant Agreement “deliverables” or progress to date, as it relates to the original grantee Work Plan. Refer to the Grant Agreement - Section 2.0 Grantee Duties for additional instructions (if applicable).

Grantee Letterhead & Logo (Here)

Grantee Name: _____

Grantee Address: _____

Progress Report

Grant Type: _____ (e.g. VSO, SOT/competitive, SOT/VSO, Legislative etc.)

Date of Report: _____

Prepared by (name/title): _____

Original Grant Period: (e.g. 2/1/19 – 1/31/19): _____

Amendment # (summarize purpose): _____

Purpose of grant: _____

Please address the following:

1. Summary of the grant outcomes to date as it relates to the original Budget and Work Plan, (including the number of Veterans directly served as a result of the grant (as reported for grant payment on the Activity Log if applicable)?

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2. Description of challenges which may have impacted the grant outcomes while administering the grant and any “lessons learned (if applicable).

3. Is the grant Program/Activity on-track to complete on-time by the Grant Agreement Expiration Date? ____ If no, please explain.

4. Is the Grantee on-track to spend the entire grant award amount by the Grant Agreement Expiration Date? ____ If no, please explain.

5. Additional Comments

Grantee Authorized Representative _____ Date: _____