

Report due:

Project:

**FAYE MCBEATH FOUNDATION  
PROGRESS REPORT OUTLINE**

This format is provided to grantees for a progress report on a foundation grant.  
The completed material should be mailed to the foundation.

ORGANIZATION:  
(address, telephone number, & e-mail)

DATE OF REPORT:

CONTACT PERSON:

GRANT AMOUNT:

DATE GRANT APPROVED:

TOTAL PROJECT BUDGET:

GRANT PERIOD:

GRANT PURPOSE AND OBJECTIVES (as stated in the proposal):

Please address the following topics:

1. DESCRIBE TO WHAT EXTENT THE PROJECT HAS PROGRESSED IN ACHIEVING EACH OF THE OBJECTIVES.
2. DESCRIBE ANY PROBLEMS ENCOUNTERED, UNEXPECTED BENEFITS OR LESSONS LEARNED DURING THE TERM OF THE GRANT.

The report must be signed by an officer of the organization's governing body.

Please include information noting new funding and/or major budget adjustments since Faye McBeath Foundation's grant. One sample of a flyer, brochure or other printed document describing, promoting or advertising the project should also be attached.