



PROJECT PROGRESS REPORT EXAMPLE

To comply with the original requirements of being a recipient of the ISDSF Grant Award, please answer the following questions and complete the expense worksheet. This Progress Report is due on or before April 1. Please submit a one to two page typed report.

- What percentage of the project is completed thus far?
- What are the major objectives remaining to be accomplished?
- Of the listed objectives in the application, which one(s) are nearest completion?
- As the project has progressed, what, if any, modifications have been made to the original objectives?
- What has been the measurable impact on the population served by the project?

Please complete the following Budget and Actual Expense Worksheet below:

	Budgeted Amount	Actual paid Amount by Project
Personnel		
Occupancy		
Equipment/Supplies		
Meetings/Travel		
Other:		

Also include with this Progress Report copies of all advertisements or promotional materials and/or photos of the project. Please return the completed report, Budget worksheet and promotional materials on or before April 1 to:

ISDS Foundation
3100 Montvale Drive,
Springfield IL 62704

Phone: 800/475-4737