



## Progress Report Guidelines

Progress Reports are an opportunity for a grantee to share how their work is progressing, and for the Foundation to offer feedback and insights on this progress. While we are interested in the activities that have been undertaken, we are most concerned with the learnings and impacts that have emerged from this work, and how the grantee plans to move forward accordingly.

When submitting a report, we encourage our grantees to think more about quality than quantity. This means that Progress Reports should be no more than 5 pages in length - but that an even shorter length may suffice for the grantee to share their highlights. Please refer to the template below for some suggestions on what information to include in a Progress Report.

Along with the Progress Report, we expect a financial statement that outlines how the grant has been spent to date as well as an overview of other financial contributions to the project. Submitting the Progress Report and financial statements at the same time ensures that any deviations from expected expenditures are accompanied by context and explanation. Please note that any contingent payment installments of the grant will not be made until both documents have been received and reviewed by the Foundation.

If you have any questions about your Progress Report, please do not hesitate to contact your designated Foundation staff member.



## Progress Report Template

*Please ensure that your progress report is approximately five pages in length. You may also upload or link to any additional materials that you feel are relevant.*

Your Progress Report should include elements such as:

- Key project activities undertaken (or since your last report).
- Important events or results from this project (positive and negative). These may be related to program/evaluation activities, funding models, and/or partnerships.
- Challenges that your project and/or organization has faced. For each one, explain how they were (or were not) addressed.
- “Lessons learned” that have emerged from your work. These may be related to your specific domain, organizational development, working with the Foundation, developing partnerships, etc.
- Changes that your efforts have had on the larger system that you are working in.
- Possible future directions for your work and/or what is planned for the project in the next granting period.
- General thoughts you have regarding this grant.

**These guidelines can also be used when submitting your Final Report.**