



Progress Report Instructions

1. In the top section fill in the **Grantee Name, Grant Contract Number, Reporting Period Start Date, and Reporting Period End Date.** (*Please refer to the **General Instructions** Section for reporting periods.*)
2. Under Question 1 fill in the tasks completed / goals achieved to date for the reporting period. Indicate the amount of ADFP Trust Fund monies used, the amount of matching funds used, and the total funding needed for each. Refer to the timeline you submitted with the contract for a list of tasks to be completed.
3. In Question 2 explain any variations between the timeline and budget submitted with the contract and the table as completed in Question 1. If you are behind schedule according to your timeline or over budget, it is particularly important that you explain the reason(s) why.
4. An authorized representative should sign and date the report.