

Researcher Name _____

NOVEMBER PROGRESS REPORT FORM

Project Name _____

A. PROJECT PROCESSES AND OUTCOMES

*****Please provide a brief description of the project as described in the
"Purpose of Project: What will be accomplished" from your
RFRF grant application*****

1. Please list the project's goals and objectives.

2. Please describe how the project is progressing against its goals and objectives. For each objective, describe the critical milestones for the reporting period and whether they were achieved or delayed. If achieved: What source of evidence do you have to support the result? If delayed: What was the cause of the delay?



3. If there have been changes to the project since the grant was received, please describe these changes, and explain the reasons for them (e.g. received a smaller grant than requested, resulting in...; could not hire appropriate staff, resulting in...; could not recruit participants, resulting in...; permits took longer than expected to be generated, resulting in...; building costs increased, resulting in...).

4. Is the project on track to be completed according to the original time frame? If not, why not?

5. Were you able to leverage the Foundation's funding to gain other support, such as grants from other sources, on-going funding, other forms of support, or other benefits?



B. FINANCIAL STATEMENT

Please complete the RFRF Financial Report template to provide insight on grant expenses in relation to the grant budget for the current period. In addition to the template please provide a statement of the following:

- ☐ - other funding sources and amounts received from each.

PLANS FOR THE NEXT REPORTING PERIOD

Please provide a brief summary of project plans for the next reporting period, including expected results.

Signature: _____ Date _____