

Progress Report Summary Sheet

Instructions: Submit this signed form with the grant report narrative and attachments by the date indicated on your grant check. A cover letter is not required. We will not consider further grant requests from your organization until this report has been submitted.

Legal Name of Organization:

DBA (if applicable):

Mailing Address, City, State, and Zip:

Phone: **Fax:**

Website:

CEO/Executive Director:

Email:

Report Contact & Title (if not the CEO/Executive Director):

Phone: **Email:**

Dates Covered by This Grant:

Type of Grant: General Operating Program Capital Other _____

Progress Report Type: 6 month 1 year

What region of San Diego was served by this grant? : North Coastal East South

How many youth were served by this grant? _____

Grant Amount: \$

Program/Project Name (if applicable):

Summary of the Grant Purpose:

Have there been any changes to your organization's federal tax exempt status since you were awarded this grant? No Yes (Please explain in the narrative section)

By signing below, I certify that the information contained in this report is true and correct to the best of my knowledge.

CEO/Executive Director

Date

GRANT REPORT NARRATIVE

Instructions:

The answers to the grant report narrative must relate directly to the funded grant. The answers to these five questions should not exceed three typed pages (12-point font with 1-inch margins). Also, include the **HEADING** provided for each question. It is not necessary to repeat the text of the questions.

1. PROGRESS AND RESULTS.

- (a) State the goals and objectives from the original application
- (b) Describe the progress made toward the goals and objectives as stated in the funded grant application.
- (c) Summarize the organization's key evaluation results related to the funded grant.
- (d) How many youth were served

2. SUCCESSES AND CHALLENGES.

Describe the significant successes and challenges the organization experienced related to the funded grant.

3. LESSONS LEARNED.

Describe what the organization learned based upon the results, successes, and challenges reported in Questions 1 and 2. Address programmatic, evaluative, or organizational changes that will be made based upon these lessons learned.

4. ADDITIONAL INFORMATION.

Share anything else that happened during the grant period that impacted the organization, either positively or negatively.

5. SUBMISSION TO FACEBOOK.

Provide a brief statement about the program funded and pictures if available on our Facebook page.