STRATH TAIERI CONNECT CHARITABLE TRUST - **MONTHLY REPORT**

This form is for monthly reporting to the TRUST after being awarded a grant. Certain projects may be required to provide additional information, relating to the requirements of the funding provider used in your application. That request for any additional information will be provided to you before you accept the grant and should be included in the ADDITIONAL INFORMATION box at the bottom of the form.

Please complete your report, and save as a PDF. Then go back to the website and attach it to the SUBMIT A PROGRESS REPORT Button through the website, or just email to info@strathtaiericonnect.org.nz each month.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Project Name** |  | **Date Grant Received**  |  | **Date of Report**  |  |
| **Short Project Description (Scope and Scale)** |  |  |  |
| **Goals of the Project**  |  | **Timeline for Project Completion** |  |
| **Main Tasks and Activity undertaken in past month.** | **% Completed**  | **Any roadblocks?**  | **Solutions employed/to be employed** | **Expected completion date of the task/activity**  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Report from Project Leader**

|  |
| --- |
| As well as all the good progress we are sure you are making, please update us on any changes to the agreed proposal, issues or concerns you may be experiencing So we can assist if necessary.  |

Signed

Dated