

Project Progress Report

Project Sponsor: _____
Project Title: _____
Grant Agreement Number: _____
Dates Covered: _____
Project Contact: _____

When to submit progress reports: Progress Reports should be submitted at least quarterly and with every reimbursement request.

1. Progress Summary: List project tasks outlined in the grant agreement. Summarize activities that occurred under each task, including tasks with no activity. Provide an overview of progress on the overall project. Indicate tasks completed.

2. Expenditures Summary: All expenses must be reported on the quarterly report, including match funds. Use the [Budget Tracking Spreadsheet](#) to record your budget. The tasks listed must match those in your contract. Please identify any invoices that are split between AIS and match funding sources.

3. Discuss any problems or concerns that have arisen (example: problems with the schedule, subcontractors or budget items).

4. Next Quarter's Activities. Outline anticipated activities that will take place in the next quarter.

5. Request for Grant Agreement Amendments (if needed): Contact DNRC for approval and to complete a grant agreement amendment before making purchases or agreements on goods or services other than those specifically identified in the grant agreement. Expenses incurred that are not allowed under the grant agreement will not be paid unless the grantee obtains prior approval and an amendment is completed.