

The Governor’s Office of Faith-Based and Community Initiatives

Project Progress Report

BACKGROUND

Partnering organizations are required to submit a completed report form to GOFBCI every three months, including an end of the year report. GOFBCI will use the reports to track project accomplishments, challenges, resources generated, sustainability, etc.

PURPOSE

The purpose of the Project Progress Report (PPR) is to:

- Document progress toward achieving project goals and objectives;
- Provide a self-assessment tool to projects to promote continuous improvement;
- Identify technical assistance needs; and
- Collect information for distribution to the public.

COMPLETION AND SUBMISSION GUIDELINES

- The Progress Report should be completed six months into a project – and again at the end of the year.
- The project supervisor should complete the Progress Report.
- For all questions, use additional sheets of paper when necessary to answer the questions.

If you have questions regarding the completion of the Progress Report, contact your Project Manager.

PROJECT INFORMATION

Project Name: _____

Project Director: _____

Telephone: _____

Fax: _____

Email: _____

Purchase Order #: _____

Period Covered by this Report:

From: _____ To: _____

DATA UPDATES

- # of people served by your project to date

- # of community partnerships established through your project

- # of volunteers working with your project

- Dollar value of non-cash resources leveraged by your project

PROGRESS REPORT

Performance Measures

Please restate the following for your project:

Project goals

Objectives

Performance Measures

Challenges

Describe any challenges encountered during this reporting period. Be sure to include whether challenges have been resolved, or, if they remain unresolved, the plans to address them.

Partnership/Collaboration Development

Are other programs and organizations collaborating with your project? If so, please list the programs or organizations and briefly describe the collaborative activities.

Sustainability

Describe specific organizational strategies that are in place to sustain the results of the project. What is your plan for transitioning your project away from GOFBCI resources?

Accomplishments

Please include a summary describing project accomplishments and impacts during the reporting period that will remain in the community upon completion of the project, and how local residents and project beneficiaries have been involved in the implementation of

the project.

Multi-Site Performance

If you have multiple project sites, please describe how you oversee project performance at these sites.

Other Accomplishments

Describe in detail any additional project or member accomplishments that are not reported within the work plan. Include any awards received.

Stories

Include “stories of impact” that would best communicate to the public how your project gets things done in your community. Particularly helpful are stories that include numerical results and sustainable solutions.

Attachments and Links

List the attachments, or links to documents, that will be submitted as part of the Progress Report. Examples of attachments include copies of press clippings, flyers, letters or other documents that relate to the members’ activities and accomplishments.

Signature of Certifying Official: _____

Date: _____

Signature of Program Manager: _____

Date: _____