

**APPENDIX C: Monthly Report**  
**Feed Ohio: Summer Food Service Support Project**  
**RFGA: R-1011-21-8033**

**Feed Ohio Project Progress Report (Monthly and Year-End)**

**BACKGROUND**

Partnering organizations are required to submit a completed report form to GOFBCI every month, 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/year-end report) 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 SFSP meals served to date:

# of unduplicated children who participated in Feed Ohio enrichment programs:

# of people served by the project to date (unduplicated):

# of community partnerships established through the project:

# of volunteers working with the project:

Dollar value of non-cash resources leveraged by our project:

## **PROGRESS REPORT**

### **Performance Measures**

Please restate the following for your project:

Project goals

Objectives

Performance Measures

Progress/Completion of Deliverables (please include detailed information on ALL of the deliverables listed on the last tab of the monthly report)

PLEASE INCLUDE A FINALIZED COPY OF THE REQUIRED EVALUATION. THIS IS A MANDATORY COMPONENT OF THE FINAL REPORT.

### **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: \_\_\_\_\_