



Progress Report
SCFC Urban & Community Forestry (U&CF) Grant Program

Date _____

Check appropriate reporting cycle:

_____ 1st Quarter (10/1-12/31, due 1/30)

_____ 2nd Quarter (1/30-3/31, due 4/30)

_____ 3rd Quarter (4/1-6/30, due 7/30)

_____ 4th Quarter (7/1-9/30, due 10/30)

Final Report (Y/N) _____ (for Final Report, please see **Final Project Report Guidelines**)

Project Information:

Project/Grant #	
Project Title:	
Organization Name:	
Contact Person:	
Contact Phone #:	
Contact E-mail:	

Project Status:

Total Project expenditures to date:	
U&CF funds spent to date:	
Match to date:	
Number of Volunteer hours to date:	

Status Summary:

Description of Work Accomplished to Date: Please provide a comparison of actual accomplishments to the objectives established in the agreement narrative. This will be a narrative of accomplishments.

Problems Encountered: Explain delays or changed costs or conditions that significantly impair the ability to meet agreement objectives and timelines.

Changes You Plan to Propose: Please work with SCFC Urban and Community Forestry Coordinator to determine if a modification is needed (e.g., a change is needed to the objectives or financial plan).

Briefly describe work to be performed during the next reporting period.

Any other comments considered of importance but not discussed above?

Signature – Authorized Representative

Date

Please send report, letters, and any other documentation by email to: **SCFC Urban & Community Forestry Grant Program fwaite@scfc.gov**