

**March of Dimes  
Chapter Community Grants Program  
PROGRESS REPORT FORMAT**



Please complete a progress report for your March of Dimes chapter grant, including each of the following sections. This report should cover the period 2/1/2008 to 7/31/2008. Progress reports are due **8/31/2007** and should be emailed to [chart@marchofdimes.com](mailto:chart@marchofdimes.com) and a hard copy mailed to the attention of Cherish Hart at 1904 Third Avenue, Suite 230, Seattle, WA 98101.

1. Report on progress toward meeting each of the project objectives as listed in the original grant proposal or the most recently approved revision.
2. Detail any barriers which have prevented you from meeting your objectives and what steps you have taken to address these challenges.
3. Have you identified any need to modify the program from its original design since the last report? If so, please detail if you are requesting for approval any revisions to project objectives and/or budget at this time.
4. What, in your opinion, have been the major successes resulting from this project?
5. Approximately how many people has the project reached?
6. Summarize results of any program evaluation efforts.
7. Complete a budget report showing project expenditures from 2/1/2008 to 7/31/2008. Please make sure that expenditures are shown in comparison to current year budget figures as listed in the original grant proposal budget or most recently approved revision, and that the budget sheet is signed.
8. Discuss project sustainability after the grant period ends. (Year-end report only)
9. Attach any documents that provide additional information relevant to sections one, four or five.

**For Multi-Year Grants At Year-End Only:**

**For consideration of continuation funding, the following must also be completed.**

1. Provide a detailed project budget, including written justifications for each line item, for the next project year (2/1/2009 to 1/31/2010).
2. Attach project objectives for the next project year, using the Objectives and Methods/Activities form provided. Objectives should be measurable and activities should include target numbers, where possible.
3. Include one full set of your organization's most recently audited financial statements.

*Please check to make sure that your report includes all required sections and attachments.*