

Neighborhood Grant Progress Report

Neighborhood associations are expected to provide monthly progress reports throughout the project in addition to a final project report. Projects that are one month or less should provide their progress report at the midpoint when the project is approximately 50% complete.

Neighborhood Group Name: _____

Project Name: _____

Narrative of Project Status:

Please describe any challenges or obstacles that have impeded or may impede progress. Be specific and transparent. Any information provided will allow the Office of Neighborhood Engagement to assist you in finding a solution.

How will you address these challenges?

Please describe the next steps in your project.

Please provide any additional information that may be relevant or helpful.

Please include the following attachments with your Progress Report:

- Documentation of expenses paid, including receipts and invoices
- Volunteer Hours Log
- Photos of volunteer activity
- Photos of the project progress

Signature: _____ **Date:** _____