THE SKILLMAN FOUNDATION

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PROGRESS REPORT TEMPLATE

Organization Name: _____

Project Title: _____

Date of Application: _____

Request Amount: _____

INSTRUCTIONS: This template is provided as a guide only. Please do not submit this document with your report. These questions are located in the online report system.

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1. **What is the overall status of your project objectives? (Your project objectives will pre-load into the report form).**

   Select a Rating: Above Target
                         On Target
                         Below
                         Target

   If "Below Target", please explain why and describe exactly what you will do to be on target by the end of the grant. *(Maximum of 250 words)*

2. **Are project activities being implemented as originally planned? (Your project activities will pre-load into the report form).**

   Please select: Yes
                        No

   If no, please describe the changes that you have made or will make to ensure that all agreed-upon activities are implemented by the conclusion of the project. *(Maximum of 250 words)*

3. **Have there been any key staff changes in either the organization or project?**
   Please select: Yes
                        No

   If yes, please describe staff changes and the impact in accomplishing the project activities. *(Maximum of 250 words)*

4. Have you contracted with an external evaluator?

Please select: Yes
                             No

If yes, please provide the contractor or organization names and describe the status of the external evaluation. If no, please describe how you are evaluating the project.
(Maximum of 250 words)

5. What other important and noteworthy things have happened in the project to date?
(Maximum of 250 words)