



**Support to Civic Organizations  
Grantee Progress Report**

**Purpose:** Civic Organizations use this form to report progress of program.

**Instructions:** Complete all sections applicable.

**Mini Grant (\$5,000 OR LESS)**

**Grant Program Under \$25,000**

**Grant Program Over 25,000**

<b>Organization:</b>		<b>Program Name:</b>		
<b>Allocation Amount:</b>				
<b>Reporting Period:</b>				
July - September		October – December		January – March
April - June				
<b>Dates and amount of reimbursements filed during this period.</b>				
<u>Invoice File Date</u>		<u>Amount of Invoice</u>		
<b>Final Report:</b>				
Yes    No		For mini grants, grants under \$25,000, and salary assistance grants, you must complete all questions under <u>Section D</u> . For grants over \$25,000, you must complete all questions under <u>Section E</u> .		
<b>SECTION A:</b>		<b>Equipment purchased during this reporting period.</b>		
<u>Equipment Purchased</u>		<u>Quantity</u>	<u>Date Received</u>	<u>Operational Date</u>

<b>SECTION B:</b>	<b>Training/events for this reporting period.</b>
-------------------	---

State the progress toward meeting any specific goals and objectives outlined in your application and in the conditions award letter as it pertains to training and public information events (i.e. the number of training/events, the target group, number of Portsmouth residents in attendance). If evaluation sheets were collected, provide a summary of the comments made by participating Portsmouth residents.

<u>Event</u>	<u>Target Group</u>	<u>Number of Attendance</u>

<b>SECTION C:</b>	<b>Public Information and Education for this period. (If any cost incurred was for paid media, attach the required documentation to the voucher reimbursement request as stated in the Support to Civic Organizations Grants Guidelines and Procedures.</b>
-------------------	---

Media Coverage:	Number of TV stations	<input style="width: 80%;" type="text"/>	Number of spots aired	<input style="width: 80%;" type="text"/>
	Number of radio stations	<input style="width: 80%;" type="text"/>	Number of spots aired	<input style="width: 80%;" type="text"/>
	Number of newspaper articles	<input style="width: 80%;" type="text"/>		
Number of Materials Distributed:	Brochures	<input style="width: 80%;" type="text"/>	Posters	<input style="width: 80%;" type="text"/>
	Educational Items	<input style="width: 80%;" type="text"/>	Media Kits	<input style="width: 80%;" type="text"/>

Other Items (specify):

<b>SECTION D:</b>	<b>Summary of Services Delivered for this reporting period for Mini Grants or Grants under \$25,000.</b>
-------------------	--

Complete the following and attach to this report:

1. List and provide a brief summary of all activities conducted during this reporting period as it pertains to this grant period.
2. State if the program is/was on schedule and what milestones have been met.
3. List any circumstances that may have resulted in the program not meeting its objective or schedule milestones.

<b>FINAL REPORT</b>	<b>For final reports, also complete the following:</b>
---------------------	--

4. Give an overview of accomplishments and how they impacted the **Projected FY 2012 (Program)** services listed in the Civic Organization Grant (COG) Application.
5. List any unique element that could serve as a model for other civic organizations' initiatives such as this one.

<b>SECTION E:</b>	<b>Summary of Services Delivered for this reporting for Grants over \$25,000</b>
-------------------	--

Complete the following and attach to this report:

1. List and provide a summary of all activities conducted during this reporting period as it pertains to the grant period.
2. State if the program is on schedule and what milestones have been met.
3. List any circumstances that may have resulted in the program not meeting its objective or schedule milestones.
4. Did other organizations, businesses, safety groups, or volunteers' assist in accomplishing this initiatives? If so, provide a brief summary of who they were, what were their responsibilities, number of persons that assisted, and dates of their involvement. (Do not provide individual names with this data.)

<b>FINAL REPORT</b>	<b>For final reports, also complete the following:</b>
---------------------	--

5. Give an overview of accomplishments and how it impacted the **Projected FY 2012 (Program)** services listed in the Civic Organization Grant (COG) Application.
6. Have your grant activities impacted the residents in the City of Portsmouth? Provide documentation data of any measures, surveys, or evaluations that provide verification of progress or success as a result of grant activities. (Do not provide individual names with this data.)
7. List any unique element that could serve as a model for other civic organizations' initiatives such as this one.

Submitted By		
Signature of Authorized Person		
Authorized Person's Title		Date
Reviewed by	<i>City Office Use Only</i>	
Signature of Reviewer	Date	