

Michigan Great Lakes Protection Fund

Progress Report Instructions

Office of the Great Lakes

Introduction

All Office of the Great Lakes' (OGL) grantees are required to report grant activities on a quarterly or semi-annual basis, including a Progress Report and a Financial Status Report (FSR). The Progress Report is a written narrative explaining the status of the grant according to the project contract. The report should be no longer than five pages long, not including attachments.

Completing the Progress Report

The overall format and appearance of the Progress Report is flexible; however, it must be provided on letterhead as a stand-alone Word or PDF document.

The Progress Report must include:

1. Date submitted
2. Project name
3. Grantee name
4. Reporting period dates
5. OGL Project number
6. Summary of work during the reporting period – for each task listed in the grant agreement, provide a detailed account of the following:
 - Actions taken and progress made towards task completion;
 - A “who-did-what” description of the roles and contributions provided by grantee staff, partnering agencies, volunteers, and/or contractors;
 - Any deviations from the project tasks and schedule as stated in the grant agreement;
 - A statement indicating whether each task is: behind schedule, on schedule, ahead of schedule, or complete; and
 - Project accomplishments including those specified in the grant agreement as well as any unexpected accomplishments.
7. Any challenges or barriers encountered and how they were addressed. Also indicate what impact, if any, these problems have had or will have on project goals or the completion of tasks
8. Summary of activities planned for the next reporting period

When applicable, the Progress Report must also include information regarding educational, outreach and/or training events, specifying:

- the name and a description of the event,
- the number of participants,
- the date of the event, and
- the number and type of materials produced and/or distributed (i.e. videos, reports, brochures, fact sheets, posters, etc.).

Supplemental Materials

Submittal of materials developed during the reporting period such as photos, videos, reports, brochures, fact sheets, posters, and media releases/coverage that lend additional insight on significant accomplishments is appreciated.