

**Baptist Community Ministries**  
**PROGRESS REPORT**

**GRANTEE ORGANIZATION**  
**PROJECT TITLE**  
**Grant # XXXXX-XX**

Year X, Report \_\_\_ of 4  
00/00/200? – 00/00/200?

**Date of Preparation:**

**I. Objective 1:** (State Objective 1)

**A. Key task:** (State Key Task)

- 1. Actual results achieved compared to the projected targets outlined in the Program Objectives and Action Steps:**
- 2. Unexpected outcomes and response thereto:**
- 3. Efforts that worked out in unexplained ways:**
- 4. Problems that may require technical assistance or training:**

**B. Key task :**

Repeat format for additional Tasks as above

**II. Objective 2:** (State Objective 2)

Repeat format for additional Objectives as above

**Narrative:** Describe Overall Events, Problems, or Comments

*Note: The Progress Report is a communication tool to inform both Grantee and BCM regarding progress toward achievement of objectives.*

## **Progress Reports**

Progress Reports inform BCM about the activities and the results of those activities related to the objectives stated in your Program Objectives and Action Steps. They also help your organization track its progress periodically and provide a standard method of communicating the progress of the program to BCM.

Your BCM Program Director uses the Progress Reports along with the Budget vs. Actual Reports to measure the programs performance when determining whether to issue the second installment of your funding for the year and whether funding will be continued in the subsequent years of a multi-year grant.

Four Progress Reports are due annually each covering 3 months. Generally Progress Reports are due 30 days after the close of each quarter; scheduled due dates will be noted on your Program Objectives and Action Steps. Progress Reports may be submitted electronically via email to your Program Director and copied to BCM Grants Manager and Grants Management Associate.