

This form is used to show progress of grant projects funded through the Parks and Recreation Department. Progress reports must be sent in twice annually, covering a period from April 1st through October 31st and November 1st through March 30th. Grant Program Progress Report Forms are due within 10 business days of the end of each reporting period.

Failure to submit a progress report can result in loss of grant funds as projects without a current progress report on file are considered inactive projects.

Project Information

Project Number		Report Date		Reporting Period (Date Range)	
Project Name					
Project Sponsor Name					
Responsible Official (last, first, middle)			Responsible Official's Title		
Project Sponsor Address					
City		State	ZIP Code	Telephone Number	

Financial Update

Total Funds Spent to Date		Funds Spent this Reporting Period	
Total Amount Reimbursed To Date		Total Outstanding Expenditures (not yet submitted)	
Balance of Grant Funds		Balance of Local Matching Funds	

Project Update

Project Approval Date		Estimated Project Completion Date		Percent of Project Completed	
Anticipate a Grant Extension <input type="checkbox"/> No <input type="checkbox"/> Yes - Explain:					
Comments					
Number of Photos Attached (submit photos of key elements of the project completed or in progress during the reporting period)					

Signatures

<input type="checkbox"/> By checking this box and typing my name below, I am signing this document electronically. I agree that my electronic signature is the legal equivalent of my handwritten signature. I agree that the electronic signature appearing on this document has the same validity and enforceability as a handwritten signature.					
Signature of Responsible Official					
Department Staff Review (name)		Signature		Date	

Return To:

North Dakota Parks and Recreation Department
 Recreation Division
 604 E Boulevard Ave, Dept 750
 Bismarck, ND 58505