



Copies of form may be made as needed.

**NCDA&CS
ADFP Trust Fund**

Progress Report

Grantee Name:	
Grant Contract Number:	
Reporting Period Start Date:	
Reporting Period End Date:	

INSTRUCTIONS: Please reply to the following prompts.

1. Please list the tasks completed to date.

Task	Start Date	Completion Date	NC ADFP Trust Fund Funding Used	Total Funding Used

2. Are there any variations between the table above and the contract "Project Timeline"? If yes, please explain.

3. Are there any variations between the table above and the "Contract Budget"? If yes, please explain.

Grantee Signature: _____ **Date:** _____

ADFP Signature: _____ **Date:** _____



Copies of form may be made as needed.

Progress Report Instructions

1. In the top section fill in the **Grantee Name, Grant Contract Number, Reporting Period Start Date, and Reporting Period End Date.** (*Please refer to the **General Instructions** Section for reporting periods.*)
2. Under Question 1 fill in the tasks completed to date for the reporting period. Indicate the start date, completion date, the amount of ADFP Trust Fund monies used, and the total funding needed for each task. Refer to the timeline you submitted with the contract for a list of tasks to be completed.
3. In Question 2 explain any variations between the timeline submitted with the contract and the tasks listed as completed in Question 1.
4. In Question 3 explain any variations between the budget submitted with the contract and the table in Question 1.
5. An authorized representative should sign and date the report.