

## Sinai Medical Staff Foundation Progress Report Format

Progress Reports should complete the template below and address the following questions. Grants approved for a multi-year period require that a progress report be submitted for each year as specified in the grant agreement. If a grant request is to be renewed, please use the format below as the grant narrative for the "Initial Application".

**Project Name**  
**Agency**  
**Date of Reporting**

Goals Set out in Proposal:	Progress Made on Each Goal (Metrics or Indicators)
1. 2. 3.	1. 2. 3.
Grant Amount Approved in Fiscal Year: \$	Amount Projected to be Needed in Fiscal Year: \$

1. Please describe your progress at achieving the goals and objectives stated in the grant proposal for the current time period? How is the program being evaluated? What is the overall impact being made?
2. Please report on the specific populations served and the numbers of individual/unduplicated participants that the program impacted.
3. Please note any changes in your experience from what was anticipated. What adjustments were made? What lessons were learned by the agency during this time period? What adjustments are you making?
4. What is the future of the funded program? What are the long -term strategies for sustaining the benefit of the grant?
5. Please provide an updated program budget, comparing what was presented in the grant application with what you project through the end of the grant term. (*"Year-To- Date" listing is not necessary.*) Please include notes for any significant variances (10% change or greater). For multi-year grants, list the actual experience for each year, along with the proposed budget for the coming year.

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6. Describe how the Sinai Medical Staff Foundation is being recognized?
  7. For multi- year grants, please provide an updated annual report and audited financial statement.
- *(Please call Howard Neistein, Foundation Grant Administrator with any questions at 248 203-1464.)*