

What is a progress report?

A brief narrative summary of the specific budget line items supported by the award since the beginning of the period of performance, and an overview of what will take place during the remainder of the period of performance.

When do we have to submit it?

The progress report is due once more than 2/3 of the grant funds are requested.

Example: For an award amount of \$50,000, the progress report must be included when a payment request exceeds the cumulative amount of \$33,333.

How do we submit it?

The progress report should be typed or pasted into the designated field on the Payment Request Form.

What if we are submitting our final reports with the final payment request?

The Final Descriptive Report can serve as your progress report. Type “See FDR” in the progress report field.

DO:

- ✓ Talk about the general operating costs outlined in the approved award budget.
- ✓ Include details that clearly correspond to the budget. (Hint: if a position title has changed but the duties are the same, note it in the report.)
- ✓ Check for changes to the approved cost types, positions, or timeline and submit an amendment request (under the REACH Change Requests tab), if needed.

DO NOT:

- ✗ Since these awards are for specific general operating support costs, do not describe projects or programs or give a general overview of organizational activities.
- ✗ Include unallowable costs or costs that are not part of the approved award budget.
- ✗ Include expenses incurred outside the period of performance.

SAMPLE: The ARP/GOS grant supported the salary of our Executive Director for 3 months, paid our rent for 2 months and partially covered marketing costs and the purchase of surgical masks for patrons. We will continue to request salary support, as outlined in our budget, for the remainder of our period of performance.

Questions? Email us at grants@arts.gov.