

Progress Report - DIRECT SERVICE

Application Information and Report Responses

This Interim Grant Report is due on:

Please provide a thoughtful review of your organization's accomplishments to date for the grant identified below. All grant reports must be submitted using this on-line reporting system. If you fail to submit the required reports in a timely manner, your organization may not be considered for future grants from Alcoa Foundation.

This report must be completed as scheduled regardless of whether the grant results are on schedule to be completed by the Project End Date. The questions below provide an opportunity for you to explain why achievement of the grant results may have fallen behind schedule.

- This form must be completed in English.
- This form may be saved for completion at a later time using the **Save & Finish Later** button at the bottom of any page.
- After 30 minutes of inactivity this form will time-out and unsaved information will be lost.
- Print a copy of your completed form before submitting it to Alcoa Foundation using the **Printer Friendly Version** link above.
- Do not e-mail a draft of this Requirement Form to Alcoa Foundation. It may only be submitted to Alcoa Foundation when it is complete.

Your Organization Name

This field may not be edited.

Grant Reference Number

This field may not be edited.

Project Title

This field may not be edited.

Total grant amount awarded by Alcoa Foundation for this project

This field may not be edited.

Original Award Date

This field may not be edited.

Project End Date

This field may not be edited. If a change to the Project End Date is necessary, please contact your Alcoa Location Grants Coordinator for a No-Cost Extension Request Form.

Your Participants

In your grant application, you told us you planned to work with this number of participants during the term of the project:

How many have you worked with so far?

You may only enter a number in this field.

Your Results

This is the result that you projected your participants would successfully achieve during the year:

You projected that this number of participants would achieve the above result.

How many participants have achieved the above result so far?

You may only enter a number in this field.

These are the critical steps and milestones you identified in your grant application to determine that participants are on course to achieving results:

What milestones and steps have been accomplished during this reporting period?

Based on your experience to date, are you on track to achieve the results within the budget and time remaining?

<None>

If you are not on track, what is the reason?

If you are not on track, what are you doing about it?