

TITLE III GRANT: PATHWAYS TO SUCCESS

Monthly Progress Report

Report Information

Complete the following information in the spaces provided.

Report Period: _____ **Date Report Completed:** _____

Report Completed By: _____

Name and Title of Grant Employee

Grant Information

Specify the following information by filling in the blanks below.

Year of Grant: _____ **Grant Project Name:** _____

Applicable Grant Goals, Objectives, and Performance Indicators for Year:

Grant Progress Information

Current Reporting Period

Use the provided space to explain progress made on the Title III Pathways to Success grant. (Attach additional pages if necessary). Provide specific activity objectives related to each progress note by placing the objective number in parenthesis at the end of each comment. Use the questions below to inform your progress notes for this reporting period as it relates only to the work of the grant:

- List major activities.
- Discuss any challenges experienced in trying to meet grant objectives.
- List/describe any equipment or significant purchases made with grant funds.
- Describe any travel paid for with grant funds.
- Discuss any consultation discussions related to the grant.
- List any training or workshops participated in.
- Describe any collaborative efforts/activities with other areas of the institution.
- Explain any administrative activity completed.

Future Reporting Period

List tasks that are planned to meet Activity Objectives for the next reporting period.

1. _____
2. _____
3. _____
4. _____
5. _____

Employee Verification

Employee sign and date below and obtain Project Director signature. Submit signed report to the Title III Activity Director/Support Specialist upon completion. By signing below you agree all information is accurate and all tasks from this reporting period and the upcoming reporting period are documented on the Microsoft Planner app.

Report Completer Signature

Date

Project Manager or Designee Signature

Date