



EXHIBIT C –

**QUARTERLY REPORT FORM
(Required from all Organizations Receiving \$5,000 or More)**

GRANT PROGRESS REPORTS MUST BE SUBMITTED TO THE KETCHIKAN GATEWAY BOROUGH FINANCE DEPARTMENT BY THE DEADLINES OUTLINE BELOW.

- 1900 First Avenue, Suite 210, Ketchikan, Alaska 99901 • Email: grants@kgbak.us • Phone: 907-228-6625 •

REPORTING REQUIREMENTS

Organizations awarded grants of \$5,000 or greater are required to submit quarterly progress reports to the Ketchikan Gateway Borough. Progress reports are narrative in nature and are required even if no reimbursement is requested for a quarter.

At the end of the fourth quarter, all organizations shall complete the Final Report Form and submit it to the Borough Finance Department by July 31.

Organizations awarded grants totaling \$0-\$4,999 are not required to complete quarterly reports, but must submit a Final Report Form with any final reimbursement requests before July 31.

The reporting deadlines are as follows:

- First Quarter (July-September) Progress Report: October 31
- Second Quarter (October-December) Progress Report: January 31
- Third Quarter (January-March) Progress Report: April 30
- Final Report: July 31

Date of Report: _____

Grant Recipient: _____

Borough Grant Funds Awarded: \$ _____

Borough Grant Funds Received: \$ _____



Program or Project Updates

If the grant request was for a capital project, describe the status of the project. What activities towards completion of the project occurred during the quarter? If the grant was for operational expenses, please give a description of the services provided during the quarter and an explanation of how many individuals and what population was served.



Outcomes

Please provide an update on progress towards goals and objectives included in the organization's grant application.

Challenges

Please describe any operational challenges the organization is facing in achieving the goals identified in its grant application.