



Capacity Building Quarterly Report

As stated in your Grant Agreement, you are required to submit quarterly reports to your Program Officer. These reports allow the Oklahoma City Community Foundation staff to monitor the progress of the funded project. Please respond to the questions below in the space provided and submit via fax (405/235-5612), e-mail (g.farley@occf.org) or in the envelope enclosed by the due date listed in the Grant Agreement. If you have any questions, please contact Gayle.

1. Please state the original goals and/or expected outcomes of your project:

2. What activities are currently underway in relation to the funded project? Explain any changes in the project from those proposed in the original request:

3. Explain how the project activities are impacting the capacity of your organization. What kind of tools are being used to measure program outcomes and how is that information being quantified? Attach examples of forms, documents and other materials that show how program outcomes are being collected:

4. List the next steps scheduled for the funded project:

5. How has your organization used the grant funding to leverage additional financial support, create partnerships or develop volunteer assistance for the project?

6. What is the projected completion date for the funded project: _____

Organization: _____ Project Title: _____

Submitted by: _____ Date: _____

Title: _____ Grant ID No.: _____