



Literacy Is For Everyone (LIFE) Quarterly Report

As stated in your Grant Agreement, you are required to submit a quarterly report to your Program Officer. This report allows 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) or in the envelope enclosed by the due date listed in the Grant Agreement. If you have any questions, please contact Mary Surbeck at 606-2917 or m.surbeck@occf.org.

Please state the original goal(s) of your project:

1. Number of program participants projected_____ Non-duplicated count currently participating_____
2. Of those who originally committed to participate, how many are still involved in the program?_____
3. Number of participants who have progressed one or more educational levels?_____

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

What kind of tools are being used to measure program outcomes and how is that information being quantified? You may attach examples of forms, documents or other materials that show how program outcomes are being collected.

Will this project be a continuing part of your programming? If so, what are the next steps scheduled for the project?

What, if any, tools or incentives are being used to motivate participants to either remain in or join the program?

Please share with us any anecdotal stories that represent the impact or long-term effects of the program on participants.

What is the projected completion date for the funded project? _____

Has your organization used the grant funding to leverage additional financial and/or volunteer assistance with the project? If so, please describe:

Organization: _____ Project Title: _____

Submitted by: _____ Date: _____

Title: _____ Grant ID No.: _____