

Vermont Urban & Community Forestry Program (VT UCF)

Guidance for submitting a mid-project progress report.

If you intend to submit a mid-project invoice in accordance with the payment schedule outlined in Attachment B (page 3) of your grant agreement, a mid-project progress report must accompany that invoice. It is important to note that a mid-project invoice and progress report is not required, but optional. You may also choose to only submit an invoice for the full grant amount at the end of the project, with the final report.

If you are submitting a mid-project invoice and progress report, they should be submitted as **two separate documents together in a single email** and sent to elise.schadler@vermont.gov. This single email may be submitted by anyone (town staff, volunteer project coordinator, etc.).

Mid-Project Progress Report Template

As outlined in Attachment B (page 3) of your grant agreement, the mid-project progress report should include the following components:

- Documented expenditures to date in table format.
- A detailed statement demonstrating work accomplished to date according to the scope as detailed in Attachment A.

If possible, these components should be combined into one PDF document.

The following fillable PDF is available as an optional resource to all VT UCF grant awardees; its use is not required. If using the template, download and save this PDF to your computer BEFORE beginning to edit.

Date:

Project End Date:

Grant Recipient Name:

Project Title:

Grant #:

Documented expenditures to date

Category	Description of Expense	Amount of Expense
Personnel (salary and fringe)		
Materials/Supplies		
Services		
Travel		
Other		
Total		

Explanation of expenditures, if necessary:

What work has been accomplished to date? Specifically, what has been done towards achieving the scope of work as detailed in Attachment A (page 2) of your grant agreement?