

CLG GRANT: MID-YEAR PROJECT REPORT

City or County _____ Date _____
 Report Completed by _____

Number of Commission Meetings Held During Grant Period: _____
Copy of minutes not required

Total Amount Spent on Project (Cash and Donations): \$ _____
*Should match **Grand Total** amount on **Grant Reimbursement Summary** sheet*

Total Project Budget = \$ _____
*Found in **Attachment B, Scope of Work** section of your contract*

In the sections below, please give a brief account of the status of each work item listed in the **Attachment B, Scope of Work** section of your contract. Use the comments sections to explain any major differences between the planned and actual costs and products.

___ Work to date is very limited or consists entirely of donated services so no reimbursement is being requested at this time.

___ Work to date includes cash expenditures so a reimbursement is being requested at this time.
Attach reimbursement materials: Grant Reimbursement Summary Sheet; Grant Time and Expense Sheets; Bid Sheet; invoices, receipts and canceled checks

Work Item #1: _____

Contract Amount \$ _____ Actual Amount \$ _____

___ Completed (explain any changes to the project in Comments)

___ Partially completed (percent complete: _____%)

___ Not completed (explain in Comments)

Comments: _____

Work Item #2: _____

Contract Amount \$ _____ Actual Amount \$ _____

___ Completed (explain any changes to the project in Comments)

___ Partially completed (percent complete: _____%)

___ Not completed (explain in Comments)

Comments: _____

Work Item #3: _____

Contract Amount \$ _____ Actual Amount \$ _____

Completed (explain any changes to the project in Comments)

Partially completed (percent complete: _____%)

Not completed (explain in Comments)

Comments: _____

Work Item #4: _____

Contract Amount \$ _____ Actual Amount \$ _____

Completed (explain any changes to the project in Comments)

Partially completed (percent complete: _____%)

Not completed (explain in Comments)

Comments: _____

Work Item #5: _____

Contract Amount \$ _____ Actual Amount \$ _____

Completed (explain any changes to the project in Comments)

Partially completed (percent complete: _____%)

Not completed (explain in Comments)

Comments: _____

Work Item #6: _____

Contract Amount \$ _____ Actual Amount \$ _____

Completed (explain any changes to the project in Comments)

Partially completed (percent complete: _____%)

Not completed (explain in Comments)

Comments: _____
