**Progress Report Template**

\*Please have a copy of your Funding Application and Funding Letter of Agreement on hand to draft your report. If you require a copy of these materials or have any questions concerning your report, contact Ben Liadsky at 416-923-8953 ext. 121 or ben@counselling.net.

## **Name:**

## **Organization:**

## **Reporting Date:**

# **Progress Update**

The answers to these questions provide an overview of the original intent of the funding request and compares how the project has done so far versus what was initially intended. It also provides insight into how this initiative has affected the community you serve and your organization at this point.

## What progress was made toward your learning goals (Please refer to your funding application)?

## (Suggested word length: 200-250 words)

## What events, activities, or outputs were completed?

## (Suggested word length: 200-250 words / point-form is fine)

1. (Optional) If you have a blog, video, or resource that highlights some of the work your program/project has engaged with and would like to share it please include a link below and indicate if you are comfortable with us sharing it to our network.

# **Lessons Learned**

This section is intended to encourage you to reflect on what you have learned with the support of this funding so far and to think about whether this learning points you toward making minor or major adjustments to your organization programmatically or changes in resource allocation.

## During this reporting period, what were some new or surprising insights for:

## You?

## Your staff/volunteers?

## Clients/Service users or project/program partners?

## (Suggested word length: 200-250 words, answer as appropriate)

## During this reporting period, what were some ideas or practices that were reinforced for you, your staff/volunteers, clients or project/program partners?

## (Suggested word length: 200-250 words)

# **Sustainability**

## If you noted in your Funding Application that you planned to contact one or several funding organizations to secure financing to sustain or expand this program/project, what progress has been made? (Please refer to the content mentioned in the Sustainability section of your Funding Application)

# **Feedback/Other**

We are interested in finding any opportunities to improve how we operate. Your feedback will be considered and is very much appreciated!

1. Where appropriate, we welcome the opportunity to connect our funding recipients with one another to share their experiences and insights. To help us facilitate these connections, please let us know if you have any skills, tools, or issues that you are curious about or have questions about that either the Foundation or another funding recipient might be able to help with. We will do our best to make an introduction via email (with your permission) if a match can be found.  
   (Suggested word length: 100-150 words / point-form is fine)

## Do you have anything else you would like to share with us about this work or how we can further support you?