



Grant Program Progress Report
PARKS AND RECREATION DEPARTMENT
 SFN 59160 (7-09)

This report is used to show progress of grant projects funded through the Parks and Recreation Department. Progress reports must be sent in twice annually, covering a period from April 1st through October 31st and November 1st through March 30th. Grant Program Progress Report Forms are due within 10 business days of the end of each reporting period. Failure to submit a progress report for can result in loss of grant funds as projects without a current progress report on file are considered inactive projects.

Project Number		Report Date	Reporting Period (Date Range)
Project Name			
Project Sponsor Name			
Responsible Official (Last, First, Middle)		Responsible Officials Title	
Project Sponsor Address			
City	State	Zip Code	Telephone Number

Financial Update

Total Funds Spent to Date	Funds Spent this Reporting Period
Total Amount Reimbursed to Date	Total Outstanding Expenditures (Not Submitted Yet)
Balance of Grant Funds	Balance of Local Matching Funds

Project Update

Project Approval Date	Estimated Project Completion Date	Percent of Project Completed
Do you anticipate needing to request a grant extension? Yes No		If yes, please explain.
Comments		
Number of Photos Attached (Please submit photos of key elements of the project completed or in progress during the reporting period)		
Signature of Responsible Official		
Department Staff Review (Name)	Signature	Date

Please Return to:

North Dakota Parks and Recreation Dept.
 Recreation Division
 1600 E. Century Ave. Suite 3
 Bismarck, ND 58503-0649