

**PRO NEIGHBORHOODS GRANT PROGRAM
QUARTERLY REPORT**

for Quarter Ending ___/___/___

Group Name: _____

Project Name: _____

Report Submitted by: _____ Phone: _____

Instructions: The purpose of this report is to gather periodic updates about the progress of your funded project. Please answer all the questions completely. Your responses help us to improve our relationship with your and other neighborhood groups. Feel free to use additional paper or the back of this form to respond.

- What were your goals for this quarter? *Look back on your last quarterly report, if necessary.* Mark the ones you accomplished.

Goal 1:

Accomplished? yes no

Goal 2:

Accomplished? yes no

Goal 3:

Accomplished? yes no

Goal 4:

Accomplished? yes no

- List any additional accomplishments:

1.

2.

3.

- How satisfied are you with what you have accomplished this quarter?

very satisfied

somewhat satisfied

not at all satisfied

Explain:

- Are you able to see any physical changes to the environment or social changes to the community due to this project? If so, what changes?

- What were the highlights of the project this quarter (e.g., media coverage, new volunteers, something unexpected)?

- Is there a core group that does most of the work? **yes** **no**

Approximately how many total volunteers are involved in the project? _____

Have they increased in numbers or time committed? **yes** **no**

How have new members contributed to the project?

- For statistical purposes, PRO Neighborhoods tracks the racial/ethnic make-up of the groups it supports. Please estimate the number of people who were involved in your project this past quarter in the following groupings:

<u>Ethnic/racial group</u>	<u>Number of people</u>
American Indian	
African American/Black	
Asian	
White	
Hispanic/Latino(a)	
Other _____	
Other _____	

- Are you having success involving a diverse cross-section of your community in your project in the following areas?

All ages	<input type="checkbox"/> yes	<input type="checkbox"/> no
Race/culture	<input type="checkbox"/> yes	<input type="checkbox"/> no
Economic levels	<input type="checkbox"/> yes	<input type="checkbox"/> no
Renters and home owners	<input type="checkbox"/> yes	<input type="checkbox"/> no
Gender	<input type="checkbox"/> yes	<input type="checkbox"/> no
Other _____	<input type="checkbox"/> yes	<input type="checkbox"/> no

If not, do you need help from PRO involving a diverse cross-section of your community in your effort? **yes** **no**

- What partnerships or collaborations have been generated through the project (with schools, businesses, agencies, etc.)? How have these new partners helped the project?

<u>Name of partner/collaborator</u>	<u>How they helped</u>

- What obstacles or barriers to your project did your group encounter this quarter (e.g., volunteers, materials, finances, follow-through)?

- How did you overcome these obstacles?

- What are your goals for the upcoming quarter?

Goal 1:

Goal 2:

Goal 3:

Goal 4:

- What observations can you make about the skills, abilities, or knowledge the group members have acquired since PRO Neighborhoods' involvement in the project?

- Has the PRO Neighborhoods staff provided any help or support to your group or this project (other than grant funds)? Please explain.

- Please provide any additional comments or input you need from PRO Neighborhoods.

- What are some of the needs that PRO Neighborhoods has not been able to fulfill?

PROJECT BUDGET/EXPENSES REPORT

***INSERT THE BUDGET AND EXPENSE REPORT
AND COPIES OF RECEIPTS FROM THIS QUARTER AFTER THIS PAGE.***

PRO Neighborhoods is interested in knowing what other resources, both cash and in-kind, groups have received. Please answer the following questions with as much detail as possible.

NON-CASH DONATIONS RECEIVED THIS QUARTER (food, materials, time, etc.)		
What you received	Who contributed it?	How much is it worth?
<i>Sample: Paint</i>	<i>Mrs. Brown</i>	\$ 25
<i>2 hours of volunteer hours (@\$17/hour) at neighborhood clean up</i>	<i>12 neighbors</i>	\$ 408
		\$
		+ \$
		+ \$
		+ \$
		+ \$
	Total	= \$

CASH DONATIONS RECEIVED THIS QUARTER	
Who contributed?	Amount contributed?
<i>Sample: Target Stores (grant)</i>	\$ 200
<i>Door-to-door knocking</i>	\$ 200
	+ \$
	+ \$
	+ \$
	+ \$
	+ \$
	+ \$
Total	= \$

**If you wish to propose a budget change to PRO Neighborhoods, please complete the Budget Change Request form (available from www.proneighborhoods.org or call 882-5885).
NOTE: Until you receive a signed approval from a PRO Neighborhoods staff person, please do not proceed with the changed budget.**

VOLUNTEER HOURS DOCUMENTATION

Group Name:

Project Name:

<p>When you contracted with PRO Neighborhoods, you agreed that your group would volunteer 15 person hours toward activities sponsored by or in support of PRO Neighborhoods. Eligible activities include: organizing and hosting a neighborhood meeting, inviting 10 neighborhood residents not involved in the project; mentoring another Grantee group; reviewing grant applications; assisting PRO Neighborhoods staff in the delivery of a workshop; or attending a workshop or event sponsored by PRO Neighborhoods.</p> <p>Activities do <i>not</i> include those related to the completion of the funded project.</p> <p>Of the 15 volunteer hours total that your group agreed to complete, the following was completed this past quarter:</p>			
_____	_____	_____	_____
Name of group member	Volunteer Activity	# of hours	Date
_____	_____	_____	_____
Name of group member	Volunteer Activity	# of hours	Date
_____	_____	_____	_____
Name of group member	Volunteer Activity	# of hours	Date

GROUP ACTIVITIES

Please let us know about any UPCOMING meetings, workdays or special events you have scheduled which PRO staff may attend. We're interested in seeing your projects! Phone: (520) 882-5885, fax: 882-5811 or e-mail: info@proneighborhoods.org

Date	Time	Activity that PRO staff may attend