



Progress Report Guidelines



Progress reports are due to the Great Lakes Fishery Trust periodically throughout your grant period. Please see your grant agreement and accompanying cover letter for specific due dates. Below are reporting guidelines for the items you are required to address.

PROGRESS

1. Please summarize your progress on the activities listed in the project work plan or scope section of your proposal since it began or since your last reporting period.
2. Have you made any significant changes to your timeline, approach, budget, or project partners? If so, what are the changes and the reasons for those changes? (**Note:** If the answer to this question is “yes” and you are significantly deviating from the scope of work, timeline, and/or budget proposed to and approved by the GLFT, your GLFT grant manager will need to consider these changes before further work can proceed. Please visit the [FAQ page](#) online for further guidance.
3. For any outcomes where you are not progressing at the anticipated rate, what factors have you identified that are preventing you from doing so?
4. Do you currently expect that the planned results will be achieved by the completion of this grant period? If not, please explain.
5. If you had an evaluation plan (as part of your original proposal), how are you progressing?

REFLECTIONS

6. Describe any unanticipated benefits, challenges or surprises, or lessons learned you have experienced so far.
7. Using your proposal as a reference document, what is your vision of the work that you’ll be doing during the remainder of the project? What are the most important issues, challenges, and opportunities you will address?
8. Have you secured any additional funding to support this effort? If so, please describe.
9. Who will have need for, or interest in, the results of the project and what formats and avenues will be most important for communicating with these audiences?

FINANCIAL INFORMATION

10. Please complete the attached financial form (instructions are provided).
11. Do you anticipate a need to modify your budget? (**Note:** The GLFT's grant policy requires you to submit a budget modification form if there is a change in any expense categories from the approved budget amounts. Please visit the [FAQ page](#) online for further guidance.



Financial Progress Report Instructions

Reference Number	Instructions
I.	These are the approved expense categories according to the Grant Agreement or most recently approved budget revision. Definitions of these categories are available on the GLFT website (www.GLFT.org/grants/GLFT_budget_def.html).
II.	These are the approved budget line items and amounts according to the Grant Agreement or most recently approved budget revision.
III.	List the expenditures for the project reporting period for the budget line items in Column II. See item VI below regarding cash versus accrual basis accounting.
IV.	Subtract Column III from Column II. Line item amounts may be positive (unused) or negative (overspent).
V.	Indicate for each line item in column IV the amount you anticipate spending during the next reporting period. If you have a negative total for any item in column IV, please review the budget modification request form on the GLFT website (www.GLFT.org/grants/reference_docs/FAQ_forms/GLFT_Amendment_BudgetModificationRequestForm.pdf) before calling your GLFT project manager.
VI.	Cash basis: The cost of goods and services is recorded when they are received and paid for within the statement period. Accrual basis: The cost of goods and services is recorded when received within the statement period, whether paid for or not. Goods and/or services authorized, ordered, or budgeted, but not yet received before the end of the statement period, should not be included.

The financial report must be accompanied by financial documentation verifying expenditures (e.g., copies of invoices, record of hours expended, standard accounting ledgers used by your organization, and/or copies of canceled checks with descriptions).

Send the signed form to:
Your GLFT grant manager
Great Lakes Fishery Trust
600 W. St. Joseph, Suite 10
Lansing, MI 48933

