



PROGRESS REPORT NARRATIVE



Progress reports are due to the Great Lakes Fishery Trust (GLFT) 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.

Please note that the GLFT requires progress reports to be submitted online at www.glft.org. Instructions to submit your report online are attached. If you need assistance navigating the website, please contact your grant manager or trust staff at 517-371-7468 or glft@glft.org.

Progress Report Summary

In 75 words or less, provide a summary of the progress thus far, including progress towards key goals. Please submit this language via the text box in the grant management system.

Progress Report Narrative

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 FAQs page online under the Grants tab for further guidance.
3. For those 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

1. Describe any lessons learned or unanticipated benefits, challenges, or surprises you have experienced.
2. 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?
3. Have you secured any additional funding to support this effort? If so, please describe.
4. 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

1. Please complete the attached financial form (instructions are provided).
2. 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 FAQs page online under the Grants tab for further guidance.