



GRANTEE
Progress Report Instructions

This report will be used by the Council to assess your project's activities to the present. In addition to your interim [financial report](#), please submit a narrative report, which includes the following information:

1. Date of report submission
Grant number
Sponsoring Organization
Project Title
2. Describe the activities of your project for the period of this report.
3. Include a list of each public event/activity associated with the project for this reporting period. The list must include the following:
 - Location (for in-person events/activities)
 - Format/type (exhibit, lecture, publication, etc.)
 - Date of event/activity
 - Total participants for each of the following categories:
 - Live (in-person)
 - Live (live-streaming, remote)
 - Non-live (for recorded, printed, or digital activities)
4. Describe any problems you may have encountered to this point, and/or any project changes that may alter the project as set forth in your original proposal. Do you expect to need an extension for your final reports?
5. Attach any promotional materials, news articles, public social media announcements, etc. related to the project to this point. As you move forward, keep the Council's [acknowledgement and publicity requirements](#) in mind, and be sure to use our current logo.