WEST VIRGINIA HUMANITIES COUNCIL

GRANT PROGRESS REPORT FORM

Grant Number
Organization Name
Organization address

Name of Individual Completing the Form
Email
Phone

Please describe the activities of your project for the period of this report. Remember that throughout the life or your Grant, you must submit information about planned activities using the Activity Submission Form.   Before the final report is completed, all public events must be submitted on the Activity Submission Form if you have not done so already. (10,000 character max)

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? (5,000 character max)

Expenditures
For each budget line category, enter the total amount spent and total in-kind and cash cost-share. If $0, leave the field blank. **The progress report MUST indicate that the first payment (40%) has been spent AND matched. If you have not met this requirement, please contact Council staff to request a deadline extension.**

	GRANT	CASH Match	IN-KIND Match
Honoraria			
Salaries			
Travel			
Supplies			
Promotion/Printing			
Postage/Telephone			
Equipment/Facility Rental			
Other Expenses			

Once submitted, your project director and fiscal officer will receive an email with a copy of the financial report. In order to receive the next payment, the financial report must be signed by both individuals and returned to the Humanities Council.