

Appendix C: Progress Report (For Programs or Projects that are still in progress)

Please send to ewoods@mammothlakesrecreation.org

NOTE: Additional funding will not be considered until a Progress Report is received on a program currently in progress by February 28. All producers receiving funding will be expected to complete and submit a Performance Report upon program completion. Awarded funds will not be allocated until a Performance Report has been received and approved. **If you do not have enough room to type in your answer please attach a separate document and number each answer.**

1. Responsible Party & Title:

2. Point of Contact/PR person and contact information:

3. Organization's Mission Statement:

4. Organization Website and/or Social Media:

5. Business Address:

6. Mailing Address:

7. Office Phone:

8. Cell Phone:

9. Email:

10. Name of Program or Project:

11. Amount of Award:

12. Purpose of Award (Restate from the application):

13. Please provide the MLR Allocation Committee with a detailed status report on the program or project to date. Include any changes in location, marketing, staffing, volunteers, required permits and/or contracts, and any other changes that need to be brought to our attention including additional funding that you may have obtained.

14. When will your program be complete? What are the next steps you will take between now and the time of completion?

15. Have there been any changes to your organization's IRS tax status since you were awarded this grant? (If yes, please explain):

16. Do you have any promotional marketing materials that you would like to share? If so, please email them to Emily – ewoods@mammothlakesrecreation.org along with your progress report.