

EDUCATIONAL & WORKFORCE READINESS TRAINING GRANT REPORT

INSTRUCTIONS: THIS FORM MUST BE EITHER TYPED OR PRINTED CLEARLY

TIME PERIOD: ___ 1/1/2026 – 3/31/2026 ___ 4/1/2026 - 6/30/2026
 ___ 7/1/2026 - 9/30/2026 ___ 10/1/2026 - 12/31/2026

Project Name: _____

Grant Recipient Name: _____

Grant Administrator: _____

Address/City: _____

Phone: _____ Fax: _____ E-mail: _____

Report Prepared By: _____ Phone: _____

Title: _____ E-mail: _____

Is this project on schedule? ___ Yes ___ No. If no, explain: _____

REPORT OF EXPENDITURES: Account for your expenditures for this reporting period below. Provide a detailed description and attach receipts.

DESCRIPTION OF EXPENDITURE	AMOUNT
1.	
0.	
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
TOTAL	\$

Total Grant Funds Allocated: _____

Funds Expended This Reporting Period: _____

Balance Remaining: _____

Comments: _____

PROGRESS REPORT OF OBJECTIVES

Please complete a progress report for your grant, including the following sections.

1) Describe how you have met/not met the Goals and Objectives outlined in your Grant Application.

2) State whether your grant is on schedule. If not, explain the causes of the delay, what measures have been, or will be taken to get your plan on schedule.

3) Provide statistics on students impacted to date and explain impact.

4) Report on equipment expenditures for this reporting period. Please include copies of receipts and reimbursement request form with invoices, purchase orders, and canceled checks.

5) Please attach any documents that provide additional information relevant to the above sections.

Signature

Date