**Rainbow Grants Progress Report**

**Community One Foundation**

Thank you for your efforts in supporting the LGBTTIQQ2S community with your project. The Community One Foundation is interested in finding out more about what you have learned from your project. Please take a moment to complete all three sections of the interim progress report.

If your project is completed by the due date of the interim progress report, a final report should be completed instead of the progress report.

**THE PROGRESS REPORT CAN BE EMAILED TO**

**grants@communityone.ca**

Please keep a copy of the this report for your records.

Community One cannot return materials - please do not submit originals.

For more information, please email grants@communityone.ca

**A - THE BASICS**

|  |  |  |
| --- | --- | --- |
| Name of Project: | | Grant Code: |
| Name of Applicant:  (Individual, Group or Organization) | | |
| Legal name, if different than above: | | |
| Address: | | |
| City, Province, Postal Code: | | |
| Phone: | Fax: | Web site: |
| If applicable, identify the trustee organization: | | |

|  |  |
| --- | --- |
| Person completing this report: | |
| Title: | Date of Report: |
| E-mail: | Phone: |

**B - THE PROJECT UPDATE** (FIELDS WILL EXPAND AS YOU TYPE - PLEASE DO NOT EXCEED 2 PAGES)

|  |
| --- |
| **What are the goals of the project?** |
| **What have been the key activities of the project to date? What has been achieved so far?** |
| **What key activities still need to be implemented?** |
| **Have you experienced any unforeseen challenges or successes so far?**  **Successes:**  **Challenges:** |
| **Please tell us of any changes to the project from the original project plan?** |
| **What lessons or observations can you share about the community your project supports?** |

**C - THE BUDGET**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **PROJECT EXPENSES**  **(Please provide details)** | **DETAILS** | **TOTAL BUDGET** | **PORTION COVERED BY RAINBOW GRANT** |  | **ACTUAL AMOUNT SPENT** | **VARIANCE**  **(+/-)** |
| Program, Production & Artistic Expenses (ie. Space, Materials, Equipment Rental, Refreshment, Artist Fees, Honoraria, Refreshments, etc.) |  |  |  |  |  |  |
| Resource, Marketing & Training Materials (ie. Brochures, Flyers, Newsletters, Workbooks, Journals, Videos) | Ex. Marketing materials: One Voice Towels – 100 towels = $300  Promotional flyers: $30 |  |  |  |  |  |
| Outreach (ie. Workshops or Presentations) |  |  |  |  |  |  |
| Marketing & Promotion (ie. Advertising, Press Release, Advertising | Ex. Will use social media |  |  |  |  |  |
| Training (ie. Workshops, Seminars, Conferences, etc.) | Ex. Honoraria for guest speakers at education workshop series - $50 x 6 sessions = $300 |  |  |  |  |  |
| Evaluation (ie. Focus Groups, Surveys) | Ex. Evaluation materials |  |  |  |  |  |
| Other (please describe) |  |  |  |  |  |  |
| TOTALS |  |  |  |  |  |  |

* This template is meant as a guide. Please add or use other budget categories if necessary.
* Please include any budget notes to explain variations.

**FOR THE FINAL REPORT**

Please include any samples of work funded by the Rainbow Grant (brochures, reports, posters, manuals, photos, news articles, etc.) either electronically or by mail as an appendix in your final report to:

COMMUNITY ONE FOUNDATION

PO Box 760 - Station F

Toronto, ON M4Y 2N6

Failure to complete a final report will impact future applications to Community One programs.