Walton Family Foundation Progress Report Summary Table

Instructions: Assessment of progress in achieving the outputs and outcomes (as applicable) of a grant in interim (where required) and final reports provides an important management and evaluation tool for grantees and Foundation staff. Please use this form to summarize progress to date in meeting the grant outputs and outcomes of your project that were agreed with your Foundation Program Officer. We welcome comments on this form to improve its usefulness.

Grant Number:	Grantee Name:	Project Name:	Grant Period:
Reporting Period:	Interim or Final Report?	Report Date:	
Output or Outcome: What is the Project Intended to Achieve? (As agreed with your Foundation Program Officer)	Progress Assessment: For Each Output and Outcome, Report Progress as Not started, Underway (estimate % complete), Completed, Deferred (give new start date), or Deleted (with Foundation approval)	Know How Much Progress Has Been Made? (Data or other information used to make assessment. Please also note data source, e.g,. poll conducted in Sept. by, fish transects conducted Jun-Jul by, comments made by officials at meeting in Oct, partners signed on to workplan)	Any Notes or Comments (Only if desired, limited to four lines of text) (Highlights only here, more detail can be provided if necessary in the accompanying report)