

# STRATEGIC PARTNERSHIPS PROGRESS REPORT FORM



CENTRAL NEW YORK  
COMMUNITY  
FOUNDATION, INC.

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## ORGANIZATIONAL INFORMATION

*organization #1 name* \_\_\_\_\_

*address* \_\_\_\_\_

\_\_\_\_\_

*telephone* \_\_\_\_\_

*email* \_\_\_\_\_

*contact person* \_\_\_\_\_

*position* \_\_\_\_\_

*organization #2 name* \_\_\_\_\_

*address* \_\_\_\_\_

\_\_\_\_\_

*telephone* \_\_\_\_\_

*email* \_\_\_\_\_

*contact person* \_\_\_\_\_

*position* \_\_\_\_\_

## PROJECT INFORMATION

*project name* \_\_\_\_\_

*grant amount* \_\_\_\_\_ *project time frame* \_\_\_\_\_

*report due date* \_\_\_\_\_ *report time frame* \_\_\_\_\_

\_\_\_\_\_  
*authorized signature / title*

\_\_\_\_\_  
*date*

**I. NARRATIVE**

- Give a brief description of the project, including its objectives.

- Describe any organization-wide or program-specific enhancements achieved within the 6 month time frame? To what extent have you reached the objectives and goals set for the project during this time period?

- Have there been any setbacks or unexpected outcomes relative to these objectives?

## II. FINANCIAL SUMMARY

- a. Please explain any significant variances from the original budget. Please attach receipts for grant-related goods and services purchased.

- b. If any grant dollars have not been spent, please explain.

- Describe any new efficiencies or cost savings realized as a result of your grant project activities so far.

- Has this grant award enabled your organization to leverage other funding? If so, how much and from what sources?

### III. STRATEGIC PARTNERSHIP GRANT

- How has the Strategic Partnership Grant assisted your organization's efforts to build future capacity so far?

### IV. ATTACHMENTS

- Expense receipts for grant-related goods and services purchased.
- Most recent publications, news articles, annual reports or other relevant materials about your organization or the funded project. Please be selective.

Please send all materials to: [grants@cnycf.org](mailto:grants@cnycf.org)

**Or mail to:**

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Suite 100, 431 East Fayette Street  
Syracuse, NY 13202-3302