



TRCC PROJECT STATUS REPORT

Organization Name: _____

Contact Name: _____

Phone Number: _____ Contact Email: _____

Project Name: _____

Calendar Year Reported: _____

Annual Report: _____

Final Report: _____

Status

Summary:

Annual Report : Explain the current project or program status, including next steps.

Final Report : Describe the completed project or program, including outside partnerships and community benefit.

Challenges:

Provide a brief explanation of challenges faced by project or program, if applicable.



TRCC PROJECT STATUS REPORT

Status																					
Schedule:	<i>Annual Report</i> : Provide anticipated completion date and explain schedule changes from last status report or initial survey. <i>Final Report</i> : Provide substantial completion date or date of ribbon cutting. Describe punch list items, if applicable.																				
<div style="text-align: right; margin-bottom: 10px;">Completion Date: _____</div> <div>Explanation:</div>																					
Funding:	<i>Annual Report</i> : Summarize committed and awarded funding sources, in-kind donations received, funds encumbered, and expenses paid since project or program inception. Is the remaining budget adequate to finish the TRCC approved scope? Please explain. <i>Final Report</i> : Summarize actual contributions and grants, in-kind donations received, and expenses paid since project or program inception. Provide a detailed general ledger with report submission that matches Total Expenses Paid.																				
<table border="1" style="width: 100%; border-collapse: collapse;"><thead><tr style="background-color: #f2f2f2;"><th style="width: 50%; padding: 5px;">Sources <small>(input as positive amount)</small></th><th style="width: 50%; padding: 5px;">Details</th></tr></thead><tbody><tr><td style="padding: 5px;">Recipient Contribution: \$ _____</td><td></td></tr><tr><td style="padding: 5px;">TRCC Grant: \$ _____</td><td></td></tr><tr><td style="padding: 5px;">Other Grants or Contributions: \$ _____</td><td style="padding: 5px;">Grant Organization: _____</td></tr><tr><td style="padding: 5px;">Other Grants or Contributions: \$ _____</td><td style="padding: 5px;">Grant Organization: _____</td></tr><tr><td style="padding: 5px;">Total Funding Sources: \$ <div style="border: 1px solid black; width: 100px; height: 20px; display: inline-block;"></div></td><td></td></tr><tr><td style="padding: 5px;">In-Kind Donations: \$ _____</td><td style="padding: 5px;">Good/Services Provided: _____</td></tr></tbody></table> <table border="1" style="width: 100%; border-collapse: collapse;"><thead><tr style="background-color: #f2f2f2;"><th style="width: 100%; padding: 5px;">Uses <small>(input as negative amount)</small></th></tr></thead><tbody><tr><td style="padding: 5px;">Encumbrances: \$ _____</td></tr><tr><td style="padding: 5px;">Expenses Incurred: \$ _____</td></tr><tr><td style="padding: 5px;">Total Funding Uses: \$ <div style="border: 1px solid black; width: 100px; height: 20px; display: inline-block;"></div></td></tr></tbody></table> <table border="1" style="width: 100%; border-collapse: collapse;"><thead><tr style="background-color: #f2f2f2;"><th style="width: 100%; padding: 5px;">Budget</th></tr></thead><tbody><tr><td style="padding: 5px;">Calculated Remaining Budget: \$ <div style="border: 1px solid black; width: 100px; height: 20px; display: inline-block;"></div></td></tr></tbody></table> <div style="margin-top: 10px;">Explanation:</div>		Sources <small>(input as positive amount)</small>	Details	Recipient Contribution: \$ _____		TRCC Grant: \$ _____		Other Grants or Contributions: \$ _____	Grant Organization: _____	Other Grants or Contributions: \$ _____	Grant Organization: _____	Total Funding Sources: \$ <div style="border: 1px solid black; width: 100px; height: 20px; display: inline-block;"></div>		In-Kind Donations: \$ _____	Good/Services Provided: _____	Uses <small>(input as negative amount)</small>	Encumbrances: \$ _____	Expenses Incurred: \$ _____	Total Funding Uses: \$ <div style="border: 1px solid black; width: 100px; height: 20px; display: inline-block;"></div>	Budget	Calculated Remaining Budget: \$ <div style="border: 1px solid black; width: 100px; height: 20px; display: inline-block;"></div>
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Authorization	
<i>We do hereby attest this information is true, accurate and complete to the best of our knowledge.</i>	
Fiscal Manager Signature: _____	Date: _____
Project Manager Signature: _____	Date: _____