



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:	<p><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.</p>
Completion Date: _____	
Explanation:	
Funding:	<p><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.</p>
Sources (input as positive amount)	Details
Recipient Contribution: \$ _____	
TRCC Grant: \$ _____	
Other Grants or Contributions: \$ _____	Grant Organization: _____
Other Grants or Contributions: \$ _____	Grant Organization: _____
Total Funding Sources: \$ <input type="text"/>	
In-Kind Donations: \$ _____	Good/Services Provided: _____
Uses (input as negative amount)	
Encumbrances: \$ _____	
Expenses Incurred: \$ _____	
Total Funding Uses: \$ <input type="text"/>	
Budget	
Calculated Remaining Budget: \$ <input type="text"/>	
Explanation:	
Authorization	
We do hereby attest this information is true, accurate and complete to the best of our knowledge.	
Fiscal Manager Signature: _____	Date: _____
Project Manager Signature: _____	Date: _____