Quarterly and Final Reports

Reports will be collected electronically using the following Submittable link:
https://sbgpartnership.submittable.com/submit/130222/report-for-grant-recipients

- Project/Program Title: Should be identical to project/program title on your Grant Agreement.
- Grant ID
- What Quarter, Date(s), or Time Period does this report reflect?
- Please list the date(s), specific time period or Fiscal Quarter of the report.
- Organization: The organization receiving the grant. This may be a fiscal sponsor.
- Contact Name: Name of individual completing this report.
- Contact Email Address: Email of individual completing this report.
- Activity Summary: Describe activities planned, under way, or completed since your last Interim Report or since your project start date, whichever is most recent.
- Outcomes & Performance Measures: Provide quantitative information, if available, such as number of people attending an event; specific tasks completed (such as tree plantings, clean-up); meals served; number of volunteers recruited, etc. NOTE: This information will be REQUIRED on your Final Report
- Challenges: Report any challenges that have arisen, which may affect your ability to complete the grant on time or as planned. Do not report budget challenges here. If there are no challenges, write "N/A."
- Budget Update: If you believe you need to revise how resources are allocated in your budget, explain why here. Explain any challenges related to expenditures. If you are on track, describe how funds have been expended since your last Interim Report or since your grant began, whichever is most recent. You may UPLOAD a proposed revised budget, below.
- Budget File
- Photo(s) and/or Video(s) of Events sponsored by the South Baltimore Gateway Partnership
- Do you have any comments, recommendations or feedback for the SBGP staff?