**Illinois Department of Agriculture**

**Grant Progress Report**

**SC-16-**

**Name of Applicant**

Click here to enter text.

**PROJECT TITLE**

*Provide the project’s title. (Must be the title used in the approved State Plan or amendment.)*

Click here to enter text.

**ACTIVITIES PERFORMED**

*Briefly describe the work accomplished during the reporting period. What specific tasks from the* ***Work Plan*** *of the approved project proposal were accomplished? Whenever possible, describe the work accomplished in both quantitative and qualitative terms, including any significant results, accomplishments, conclusions and recommendations resulting from the work completed during the reporting period. Be sure to include any favorable or unusual developments.*

*Clearly describe the progress made towards achieving the* ***Expected Measurable Outcomes*** *identified in the approved project proposal. Include any baseline data developed through the project and any results from the implementation of the project’s performance measures. Provide any survey results or research data developed during the period.*

*If the project has the potential to benefit non-specialty crop commodities, describe the activities that were conducted to ensure that grant funds were used to solely enhance the competitiveness of specialty crops.*

*If a target of a project has already been achieved, project staff is encouraged to amend the outcome measure in the performance report. This permits the project staff to “stretch” the goals in order to go beyond what they are already doing.*

**PROBLEMS AND DELAYS**

*Describe any unexpected delays, impediments, and challenges that have been confronted in order to complete the goals for the project such as changes or delays to the approved* ***Work Plan*** *activities and* ***Expected Measurable Outcomes****. Explain why these changes took place.*

*Describe the corrective actions that were taken in order to address these delays, impediments, and challenges and to prevent their recurrence.*

*If challenges occurred, review measurable outcomes to determine if targets are still realistic and attainable. An objective that is too stringent should be scaled back and identified in the performance report. Keep in mind that targets may slip due to all kinds of factors, such as employee turn-over and bad weather.*

**FUTURE PROJECT PLANS**

*Briefly describe the work to be accomplished in the next reporting period. What specific tasks from the* ***Work Plan*** *of the approved project proposal will be accomplished? Make sure to include those activities that will be required to track and collect the data necessary to report on the* ***Expected Measurable Outcomes*** *from the approved project proposal.*

*If the timeline of the approved project* ***Work Plan*** *has changed or is anticipated to change during the next reporting period, please provide an updated timeline for the remainder of the project..*

*Describe any additional changes that are anticipated in the project in the future.*

* + *When it is necessary to modify the* ***Project Purpose****, substantially change the* ***Expected Measurable Outcomes*** *and/or the proposed* ***Work Plan*** *deliverables of an award, you must submit a formal scope amendment request to SCBGP. This must be submitted as a separate document.*
  + *When it necessary to make cumulative budget changes of 20% or more of the project's total budget, you must submit a formal budget change request to SCBGP. This must be submitted as a separate document.*

**FUNDING EXPENDED TO DATE**

*Provide the actual dollar amount or percentage of grant funds expended on the project from the beginning of the project to the end of the reporting period covered by this report, regardless of whether subgrantee expenses have been reimbursed by the State.*

*If less than 1/3 of the project funds were expended in the first reporting period or if less than 2/3 of the project funds were expended within the first two reporting periods, please verify if you anticipate expending the remaining funds on approved project activities and budgeted expenditures by the end date of the grant. Please also describe your plans to ensure that the funds are expended in a timely manner.*

*The progress to date should coincide with the level of funds expended. If problems or delays have occurred, these should be described in the* [*Problems and Delays*](#_bookmark0) *section along with any corrective actions taken.*

*In the event that a project generated income because of planned activities, report the amount of this additional funding and describe how it has been or will be reinvested into the project to solely enhance the competitiveness of specialty crops.*

**Report Submission Information**

Report Submitted By:Click here to enter text.

Title:Click here to enter text.

Address:Click here to enter text.

Phone:Click here to enter text.

Fax:Click here to enter text.

Email:Click here to enter text.

Date Submitted: Click here to enter a date.