

Air District Contract #: _____

Grantee Name: _____

Project Title: _____

Reporting and Payment Schedule:

Note: Air District staff will fill out the reporting and payment schedule for each organization.

Quarter	Reporting Period	Report Due	Payment/Invoice Amount
Initial Payment	N/A	N/A	\$ (no invoice required)
Quarter 1			\$
Quarter 2			\$
Quarter 3			\$
Final Payment			\$

Instructions:

This report serves to inform the Air District about your organization’s progress in implementing your funded project. We urge you to be candid so that we can learn as much as possible from your efforts, including the impact of Air District funding.

Please complete the Progress Report below for the last quarter, including a brief summary of project activity in the text box provided. Please share progress on the tasks and deliverables from your organization’s Work Plan (Attachment A of the executed grant agreement).

Indicate which deliverables have been completed, and submit them via email.

Report Submittal:

Please email the following to the JCS Community Grants Team (communitygrants@baaqmd.gov):

- Your completed Progress Report form
- An invoice for payment
- Any completed deliverables
- If applicable, copies of any press releases, social media posts, newsletters, articles, or other publicity materials regarding the project that were produced during the reporting period

Quarter 1 Progress Report:

Reporting Period Covered:	Starting Date:	Ending Date:
Date of Report:		
Person Completing Report:		
Email Address:		
Phone Number:		

Project Activity:

1. Please briefly summarize project activity in the text box below. If delays in project implementation have occurred or are anticipated, please describe the reasons for the delays.



(Summary of project activity, continued)

2. Are there ways in which the Air District can assist you moving forward? If so, please let us know.

3. Does your organization have any upcoming events or activities that Air District representatives might attend?

Attachments:

Please indicate which of the following you are emailing as attachments to the James Cary Smith Community Grants Team (communitygrants@baaqmd.gov):

- Completed Progress Report form
- Invoice for payment
- Completed deliverables
- (If applicable) copies of any press releases, social media posts, newsletters, articles, or other publicity materials regarding the project that were produced during the reporting period

Thank you!