



City of Annapolis

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Grant Quarterly Report

Date _____

Organization _____

Project name and location _____

Period covered by report _____ to _____

Contact person _____

Address _____

Phone _____

Email address _____

Total City of Annapolis Grant Award _____

Description	Budget	Actual 1st quarter	Actual 2nd quarter	Actual 3rd quarter	Actual 4th quarter	Total year to date
Salaries						
Benefits						
Supplies						
Utilities						
Training and Education						
Equipment and Maintenance						
Other, please explain:						
Grand Total	\$					

Project Name and Organization _____

If additional space is needed, please provide information on a separate piece of paper.

Please describe major activities and accomplishments achieved this quarter as a result of the grant.

Please list objectives for this quarter and document how these objectives were accomplished. In addition, please note objectives for next quarter.

Please note significant successes and obstacles from this quarter. If there were obstacles, how were they overcome?

Please list typical weekly activities and estimate how much time is devoted to each task.

Activity	Hours per week	Resources

Please document each staff member's specific duties listed in the above table.

Resource	Responsibilities

Signature _____ Date _____