



Presbyterian Hunger Program

Guidelines for Progress Report

Reference Number
Do not write in box

Important: Progress Reports are required from all PHP-funded projects/organizations, and future funding will not be considered without this report.

Organization:

Date:

Project Name:

Contact Person:

Address:

City:

State:

Zip Code:

How many years has this program/organization been in operation?:

Amount of most recent PHP grant: \$

Date of receipt:

*Please limit your responses to the following questions to an outline of your accomplishments;
No more than three (3) pages, plus attachments.*

1. What specific actions did your organization take during the past year to accomplish the objectives outlined in your proposal to the PHP? What difficulties did you encounter in meeting your stated objectives?
2. Describe your evaluation process (the process by which you determine whether you have met your objectives).
3. How has the implementation of your project so far helped your organization develop in the following areas: leadership, resources, membership base, and (when applicable) relationships with the church or other faith groups? What has been learned? Has this led to any changes in organizational structure or program direction?
4. Explain how poor and disadvantaged people, especially women, have benefited from and/or have become more involved in the organization and management of this project in the past year.
5. Compare your budget projections (in the original proposal), both receipts and expenditures, with actual performance to date. Include audited financial report when available.
6. Please provide a one-page story with **pictures**, which we may use to illustrate the exciting elements of your program.

Email completed Progress Report to: Andrew.KangBartlett@pcusa.org

If unable to email, send hard copies to: Presbyterian Hunger Program
100 Witherspoon Street
Louisville, KY 40202-1396
Phone: 502/569 5819

For your organization's reference and use, if you so desire, we have created guides for self-monitoring and evaluation. They can be found at www.pcusa.org/hunger/grants