



**Organization Name:**

**Project Name:**

**Report Period: Thursday, April 1, 2021 by 5 p.m.**

**Staff Assigned:**

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***Important Note:*** *Be sure to review the 2021 Neighborhood Mini-Grant Recipient Reports instructional video and checklist to understand the specific details and requirements to ensure the proper submission and processing of your mini-grant Mid-term Report.*

**I. Accomplishments** - *Please describe the progress your group has made toward completing the project.*

**II. Problems** - *Please indicate any problems/issues you have encountered.*

**III. Status Report on Scope of Work** - *Please outline the remaining steps needed and an estimated timeline for completion.*

**IV. Other Comments Other Comments** - *Feel free to share any questions, comments, or observations that relate to your project and/or the overall grant program. If you need specific assistance from Neighborhood Relations, please be sure to document it in this area. Staff will follow up immediately upon receipt of your report.*

**Submitted by:**

\_\_\_\_\_ Name

\_\_\_\_\_ Date