**2020-21 Grant Progress Report**

**DEADLINE: Reports are due by March 31, 2021, 5pm**

**Due to the COVID-19 pandemic, extensions will be granted**

The Chancellor’s Community Partnership Fund and its grant recipients have a responsibility to account for how grant funds are used. The purpose of the grant progress report is to assess the progress of your project and enable adjustments, if necessary, to ensure its success.

Note: This report must be submitted in the following electronic format as either a Microsoft Word document or a PDF file. Click inside the boxes to input information; they will expand as you type. Email to [calpartnershipfund@berkeley.edu](mailto:calpartnershipfund@berkeley.edu) ahead of the March 31, 5pm deadline.

**Date:**

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**Project Title**

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**Grant Recipient Organization Report Preparer Name and Title**

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**Project Summary**

Copy into this space the summary project description from your grant application. Please add any updates.

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**Project Status**

Please provide brief descriptions of the activities and outcome objectives you planned for the first half of the grant period and what you have accomplished so far. While we encourage you to be brief, this is your opportunity to update the Advisory Board of the Chancellor’s Community Partnership Fund, so provide enough information to capture your progress to date. Please include the following factors, as applicable:

* Accomplishments and successes you have achieved.
* Problems or challenges you have faced and how you are addressing them.
* Any unexpected changes in your organization, your partners, or in the community that affected the project during the reporting period.
* Education-based projects: be sure to include information about how your project is aligned with and furthers the goals and objectives described in the Berkeley 2020 Vision: Equity in Education
* And, specifically, how the work of your partnership is **benefiting Berkeley residents and students.**

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| **Planned Project Activities** | **Project Activities Progress** |
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| **Planned Project Outcomes** | **Project Outcomes Progress** |
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**Additional Comments**

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**Budget Update**

Amount of Grant Received: $

Actual Expenditure of grant funds to date: $

Please describe budget-related issues or challenges, if any.

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**Signature**

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| Name:  Title:  Signature: |

**Submission Instructions**

* Please save your report using the following template: “PartnershipNameProgressReportCCPF2020-21” For example, the progress report for the Equitable Berkeley project would be saved as a file named: **EquitableBerkeleyProgressReportCCPF2020-21.doc** (or .pdf if you save as a PDF file). Feel free to abbreviate your partnership name.
* Please submit your report to the Fund as an e-mail attachment sent to [calpartnershipfund@berkeley.edu](mailto:calpartnershipfund@berkeley.edu). If you do not have access to e-mail, please contact UC Berkeley’s Office of Government and Community Relations for fax information.
* **Reports are due by March 31 2021, 5pm.**
* If you have any questions or anticipate that you will not be able to submit the progress report by the due date, please contact:

Chancellor’s Community Partnership Fund

Attn: Jen Loy

Government & Community Relations

Phone: 510.387.8639

E-mail: [calpartnershipfund@berkeley.edu](mailto:calpartnershipfund@berkeley.edu)

Updated Febuary, 2021