FREE TEMPLATE

Grant Progress Report Template (Free Fillable PDF)

A fillable structure for interim and final grant reports, with tables for progress against each objective and budget status, and a section for challenges and changes.

Angel Reyes, DrPH(c), MPH, MCHES, PMP, PMI-ACP | grantwritingconsultant.com | Updated November 18, 2026

> This template gives you a structure for an interim or final grant report: what you set out to do, what happened, what it cost and what comes next. If your funder has its own report form or questions, use theirs and treat this as a place to gather your material. The funder's instructions come first.

Report details

Grant or project title:

Organization:

Funder:

Award or reference number:

Type of report (interim or final):

Period this report covers:

Report due date:

Prepared by (name, role, contact):

Summary

In one short paragraph, say what the grant was for, the main results in this period and anything the funder most needs to know, including any shortfall.

Summary:

Progress against each objective

Educational resource. Following this guide does not guarantee an award. Always follow your funder's official instructions. Free to use and share with attribution. (c) Angel Reyes Consulting LLC.

Copy each objective and its target from the approved proposal, word for word. Report the actual figure to date, even when it is below target.

Objective	Target	Actual to date	On track?	Explanation

How the figures were collected (tools, who collected them, when):

How to fill in the table

This example is fictional. It shows the level of detail to aim for.

Objective	Target	Actual to date	On tr ack?	Explanation
Enroll adult learners in the evening literacy class	40 learners by month 12	31 learners at month 6	Yes	Enrollment is ahead of the midpoint target of 20
Learners improve by one reading level	75 percent of those who complete	58 percent of the first group	No	The first group started late and had fewer sessions. The second group has the full schedule

Activities completed

List the main activities carried out in this period, with dates and numbers.

Activity	When	Number delivered or people reached	Notes

Educational resource. Following this guide does not guarantee an award. Always follow your funder's official instructions. Free to use and share with attribution. (c) Angel Reyes Consulting LLC.

Challenges and changes

Say plainly what did not go to plan, why, and what you did about it. Funders expect some things to change and are more concerned by problems they hear about late.

Challenges in this period:

What we did in response:

Changes to activities, staffing, timeline or budget, and whether the funder approved them:

What we learned:

Budget status

Use the same lines as the approved budget. If the funder requires a separate financial report, complete that and make sure the figures match.

Budget line	Approved amount	Spent to date	Remaining	Explanation of any difference
Total				

Other funding received for this project in the period:

Educational resource. Following this guide does not guarantee an award. Always follow your funder's official instructions. Free to use and share with attribution. (c) Angel Reyes Consulting LLC.

For a final report, unspent funds and what the agreement says about them:

Story or participant feedback

One short story or a few direct comments can show what the numbers mean. Use only what people have agreed to share.

Story or feedback:

- [ ] The person has given consent for this story or quote to be shared with the funder
- [ ] We have agreed with them whether their name, a changed name or no name is used
- [ ] Details that could identify someone who has not consented have been removed

Next period plans

For an interim report, describe what is planned before the next report. For a final report, describe what happens to the work now the grant has ended.

Planned activities and dates:

Steps to get any off-track objective back on course:

For a final report, how the work will continue or what will be done with what was learned:

Before you send it

- [ ] The report uses the funder's form and answers the funder's questions, if they exist
- [ ] Objectives and targets match the approved proposal or any approved change
- [ ] Every figure can be traced to a record
- [ ] Shortfalls are reported with an explanation, not left out
- [ ] The financial figures match the accounting records

Educational resource. Following this guide does not guarantee an award. Always follow your funder's official instructions. Free to use and share with attribution. (c) Angel Reyes Consulting LLC.

- [ ] A second person has read it
- [ ] Required attachments are included and the report is on time

> **Want help with this?** The Complete Grant Architect is a free 16-week grant writing course, and you can hire a grant writer for your next proposal. Both are at subthesis.com.

Educational resource. Following this guide does not guarantee an award. Always follow your funder's official instructions. Free to use and share with attribution. (c) Angel Reyes Consulting LLC.