

# Community of Christ

## TANGIBLE LOVE and WORLD HUNGER MINISTRIES

### ANNUAL PROGRESS REPORT

Reports allow grantees to communicate their progress in achieving goals and outcomes. The reports are due July 15 each year until funds are expended. Reports consist of three main parts: **Progress Toward Outcomes, Program Activities/Lessons Learned, and Budget Information**. Reports should not exceed five (5) typewritten pages.

Please direct questions on preparing reports to Tangible Love/World Hunger Administrator.

<b>JURISDICTION NAME:</b>	
<b>PROGRAM TITLE:</b>	
<b>GRANT AWARD DATE:</b>	
<b>INDICATE REPORT STATUS:</b>	<input type="checkbox"/> Progress Report <input type="checkbox"/> Final Report
<b>PROGRAM DIRECTOR:</b>	
<b>PROGRAM FINANCIAL OFFICER:</b>	

#### I. Progress Toward Outcomes

1. List the program outcomes originally stated in the funded proposal and discuss progress to date toward achieving and evaluating each outcome.
2. Indicate whether program implementation is on track with the original design and timeline. Explain the nature of and reasons for any changes in program focus, scope, oversight, delivery, schedule or evaluation.

#### II. Program Activities/Lessons Learned

1. Discuss any changes in the grantee organization's legal or financial status, and any changes in key personnel from the staffing originally proposed.
2. Discuss important discoveries or lessons learned as you have implemented the program (i.e. facilitators/support, challenges/barriers to progress, and unanticipated outcomes/impact), and explain how you incorporated the new knowledge into program operations.
3. Identify communication methods that you have used to share program activities, outcomes, and lessons learned. Feel free to attach program materials, i.e. photos with captions, media clippings, testimonies or stories, if available.
4. Describe technical assistance, if any, needed to keep the program on track and to preserve the likelihood that outcomes will be achieved.

#### III. Budget Information

1. Using the form provided, report the current financial amounts requested.
2. Be sure to also provide a budget narrative that explains the grant expenditures.
3. Justify all variances greater than 10 percent of originally budgeted amounts.
4. Attach a current year income and expense report including a comparison of budget to actual.

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**TANGIBLE LOVE and  
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**ANNUAL FINANCIAL REPORT**

Program Number: (provided by office)

<b>JURISDICTION NAME:</b>	
<b>PROGRAM TITLE:</b>	
<b>GRANT REPORT DATE:</b>	July 1, 20-- to June 30, 20--
<b>INDICATE REPORT STATUS:</b>	<input type="checkbox"/> <b>Annual Report</b> <input type="checkbox"/> <b>Final Report</b>
<b>PROGRAM DIRECTOR:</b>	
<b>PROGRAM FINANCIAL OFFICER:</b>	

	Year 1	Year 2	Year 3
Amount Received			
Amount Used/Spent			
<b>TOTAL</b>			
Carry Forward (if any)			

Attach a detailed explanation of how the grant funds were spent for this program.

\_\_\_\_\_  
 Program Financial Officer

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Organizational Program Officer

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Mission Center Financial Officer

\_\_\_\_\_  
 Date

Please return the completed reports by **July 15 each year** to  
 Tangible Love/World Hunger Administrator  
 International Headquarters  
 1001 West Walnut Independence, MO 64050-3562  
[mbrown@cofchrist.org](mailto:mbrown@cofchrist.org)

**FOR ADDITIONAL INFORMATION:** Call the Administrator at 1-800-825-2806, ext. 2216 (USA or Canada) or 00+1-816-833-1000, ext. 2216 (International) or e-mail to [mbrown@cofchrist.org](mailto:mbrown@cofchrist.org)