

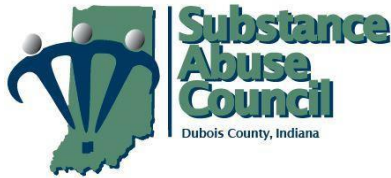


DUBOIS COUNTY SUBSTANCE ABUSE COUNCIL PROGRESS REPORT FOR PREVIOUSLY FUNDED GRANTS

INSTRUCTIONS: Please do not include this instructions page with your progress report.

1. Contact the Dubois County Substance Abuse Council (SAC) Coordinator (dcsac@duboiscountyin.org) to be placed on the agenda for presenting your verbal and written progress report.
2. Prepare a 2-5-minute verbal presentation for the grant meeting regarding how your grant request impacted at least one of the SAC problem statements found on page 2 in this application.
3. Use a computer to enter responses on this progress report form. Detailed responses are appreciated.
4. Submit ONE original application request of this written progress report to the SAC Coordinator as part of your verbal presentation.
5. If you are unable to submit a verbal and written progress report by the due date listed on the bottom right corner of the acceptance letter, you must notify the SAC coordinator. You may request to reschedule your progress report. Failure to submit a written and verbal progress report can result in your agency becoming ineligible for future funding. A progress report may be required before seeking future funding.
6. You are welcome to submit additional pages to this progress report, if needed.
7. Any question that is “not applicable” should be marked “N/A.” The SAC reserves the right to request additional information.
8. Please DO NOT change this form in any way. Altering the report could have your future grant applications rejected for funding considerations.

Any questions can be directed to the SAC Coordinator via email at atdcsac@duboiscountyin.org



**DUBOIS COUNTY SUBSTANCE ABUSE COUNCIL
PROGRESS REPORT
FOR PREVIOUSLY FUNDED GRANTS**

Individual presenting verbal progress report:

Contact person for this grant:

Agency:

Title:

Phone:

Fax:

Email Address:

Address:

City/State/Zip:

NAME OF PROGRAM:

TYPE OF PROGRAM: (check one)

- Prevention / Education
- Treatment / Intervention
- Law Enforcement / Justice

AMOUNT FUNDED:

DATE GRANT FUNDS WERE EXPENDED:

AGREEMENT:

As part of utilizing grant funds from the Dubois County Substance Abuse Council (SAC), the following conditions were met:

1. All Public Service Announcements and/or any publicity items included recognition of funds provided by the SAC.
2. Our program progress report was presented verbally and in writing by the due date listed on the bottom right corner of the acceptance letter.
3. We only utilized funds for what was listed in our written Grant Application. Any/all changes were approved by SAC.
4. We agree to submit any additional information required or requested from the SAC within 30 days.

I, the undersigned, affirm that the above statements are correct. I understand that I am encouraged to participate in the SAC regular meetings.

Signature:

For SAC Use Only	Title:	Date:
Amount Awarded: \$	Date of Presentation:	
Comments:		

BUDGET SUMMARY: (Attach additional pages, if needed)

Expenses	Specifics	SAC Funds	Other Funds	In-Kind	Total
Personnel					
Equipment					
Program Supplies					
Office / Postal Supplies					
Facility Expenses					
Food and/or prizes					
Other (please list)					

	Total Expenses*				

****Please attach receipts for items bought from the grant funds****

Income Source	Status of Funds	Amount
Dubois County Substance Abuse Council (SAC)		
_____	_____	_____
_____	_____	_____
_____	_____	_____
	Total Income*	

(*NOTE: Total Anticipated Expenses should equal Total Anticipated Income)

APPENDIX REQUIREMENTS:

1. Please attach any/all additional, relevant information to this progress report as APPENDIX A.