

PROGRESS REPORT FOR K-PEGG GRANT RECIPIENTS

This grant performance report serves as a permanent record of your organization's achievements and as a learning tool for Kentucky Power. The information you provide will add to our understanding of promising initiatives and practices and assist in development of future Kentucky Power initiatives. We appreciate a thoughtful review of your organization's experience.

This report must be signed on the final page and scanned for submission to Kentucky Power. If you have additional documents that you wish to include, please combine them and submit as a single document to Kentucky Power.

This report will need to be completed monthly until the completion of your winning project.

Email the completed report to: bnhall@aep.com. If you have any questions, please contact Brad Hall, External Affairs Manager, at 606-437-3790, or by emailing bnhall@aep.com.

PROGRESS REPORT SUMMARY

Today's Date _____
Organization Name _____
Contact Name _____
Your Title _____
Mailing Address _____
City _____ State _____ Zip _____
Phone _____ Email _____

- Year in which grant originally awarded _____
- Total grant amount \$ _____
- Grant period covered by this report _____ to _____

PROGRESS SUMMARY

- a) What specific activities did you undertake during the reporting period to implement your project? Also describe the monitoring and evaluation activities you undertook. Share any internal or external assessments you may have completed by attaching them to this report.
- b) Were your objectives as stated in your application met? Also describe any mid-course modifications you may have made to better achieve your desired results and impact.
- c) Describe any unanticipated benefits to your organization or to participants in terms of outcomes beyond the original goals or activities.

- d) How did the grant help you form new relationships, partnerships or leverage more funding? List any organizations that were active partners.

- e) What are your next steps and plans for continuing or changing this program/project?

- f) Do you have any outstanding needs pertaining to this granting activity? Will this project be sustainable in the future?

- g) What do you expect to be the long term impacts of your program?

STATISTICS

Please quantify your successes as much as possible. For example, the number of participants or partners secured, items produced, visits, materials distributed, website hits, dollars leveraged, etc.

COMMUNICATIONS

What publicity has the program/project had to date? Please provide samples of material that show how you have shared the news about the impact of this activity, such as press or news items, brochures, newsletters, website URL, flyers, etc. Photos also are appreciated.

FINANCIAL

Attach a financial statement showing budgeted versus actual revenue and expenses for the funded project, providing detail of each budget line item. Provide explanations for deviations in actual and/or proposed expenditures from originally approved budget items. Indicate the amount of the KEAP grant spent during the reporting period.

Project Director Signature: _____ *Date*

FOR KENTUCKY POWER USE ONLY. DO NOT WRITE BELOW THIS LINE.

Kentucky Power Staff signature: _____

Date received: _____

Questions about this form or process?
Please do not hesitate to contact Brad Hall, External Affairs Manager, at 606-437-3790 or by emailing bnhall@aep.com.