



PROGRESS AND USE OF FUNDS REPORT

SUBMISSION INSTRUCTIONS

1. Once this PDF Progress and Use of Fund Report has been opened, please save it directly to your computer.
2. Fill out the required form fields on pages 2-10 of the Report PDF and save to your computer again when completed.
3. Fill in the contact information sections of the Submission Form on the website and attach your completed application PDF.
4. You must include the following PDF attachments with your Progress and Use of Funds Report:
 - a. If your grant is for general operating expenditures, please submit your organization's financial statements (Balance Sheet and Income and Expense Statement)
 - b. If your grant is for a specific project / program, please provide income and expenditure information compared to the budget initially proposed in your grant application.
5. We deeply appreciate having access to any photographs from events, programs, or planning relating to the outcomes of your grant. If you have images you'd like to share with us, please upload them with your other documents.
6. Submit all your information by clicking "Submit Progress and Use of Funds Report."
7. If your information was successfully submitted, you will be redirected to a submission confirmation page.

For organizations receiving grants in June, your Progress Report is due April 15.

For organizations receiving grants in December, your Progress Report is due October 15.



Date: _____

Name of Organization: _____
(Name as it appears on IRS Determination Letter, also include commonly used name, if different)

Time Period Covered by Grant: _____

Executive Director: _____

Mailing Address: _____

Phone Number: _____ Email: _____

Contact Person: _____
(If different from Executive Director)

Phone Number: _____ Email: _____

Project or Program Name: _____

My funding request primarily addressed the needs of: *(check all that apply)*

- Disadvantaged children in the St. Louis Metro Region
- Both
- The health or welfare of animals in the St. Louis Metro Region
- Neither

Approved Grant Amount: _____

Purpose of Grant: *(300 word max)*

Have there been any changes to your organization's IRS 501(c)(3) status since you were awarded this grant?
If yes, please explain: (150 word max)

I. Program Progress

- 1a. Number of children and youth (0 - 18 years) participating in your program _____
- 1b. What approximate percentage of these people are residents of the St. Louis Metropolitan Statistical Area? _____
- 2a. Total number of youths impacted (not just in-person) by your project or organization? _____
- 2b. What approximate percentage of these people are residents of the St. Louis Metropolitan Statistical Area? _____
- 3. Number of animals directly impacted by your program or organization? _____

The Dana Brown Charitable Trust measures the full-time personnel (working 35 or more hours per week on work identified with the Dana Brown Charitable Trust -funded project) and part-time (working less than 35 hours per week on work identified with the Dana Brown Charitable Trust -funded project) and volunteers (include board members) whose services are specifically identified with The Dana Brown Charitable Trust -funded project.

of full-time employees: _____

of part-time employees: _____

of volunteers participating: _____

II. Progress Toward Goal

Please describe the progress made toward the stated goals and objectives related to this specific grant.
Please include those stated goals and objectives in your response. *(300 word max)*

III. Public Value Story

a. What difference has this grant made in the population served? *(200 word max)*

- b. Please discuss evidence of effect (e.g. numbers served, demographic information, pre- and post- test results, community indicators, outcomes, etc.) *(150 word max)*

IV. Unanticipated Results

Were there any unanticipated results, either positive or negative, that you have already described above? If so, please describe. *(100 word max)*

V. Collaboration

Please describe any collaborations related to the work funded by this grant and how it impacted your efforts. *(150 word max)*

VI. Future Actions

- a. If this is a multi-year grant, what actions, if any, will you take differently in the next year based upon your results in the previous year(s)? *(150 word max)*

- b. If you plan to continue this program, during the term of the grant and/or beyond the term of the grant, what are the plans for sustaining or expanding the program, including a future-funding plan? *(150 word max)*

- c. If you plan to discontinue this program, what factors led to the decision? *(150 word max)*

- d. What plans do you have to communicate your outcomes and lessons learned with others, internally and/or externally? *(150 word max)*

- e. If you have identified areas where increased collaboration between organizations would lead to increased positive outcomes for the population you serve, briefly describe your strategy to achieve the outcomes. *(150 word max)*

VII. Financials

- a. If your grant is for general operating expenditures, please submit your organization's financial statements (Balance Sheet and Income and Expense Statement) for the year in which the grant was used. If the total project expenses on the financial summary varied by more than 10% of the approved project budget on your grant application, provide a brief explanation. *(100 word max)*

- b. If your grant is for a specific project / program, please provide income and expenditure information compared to the budget initially proposed in your grant application. If the total project expenses on the financial summary varied by more than 10% of the approved project budget on your grant application, provide a brief explanation *(100 word max)*

- c. What other sources, if any, and in what amounts are you receiving funds to support this project / program? *(100 word max)*

VIII. Dana Brown Charitable Trust Feedback

What is the biggest obstacle to serving your community and what more, aside from additional funding, could The Dana Brown Charitable Trust do to support you? *(100 word max)*



I hereby certify that the above and attached statements are true and accurate.

Name

Date

Title

You must include the following PDF attachments to the online submission form:

- 1a. If your grant is for general operating expenditures, please submit your organization's financial statements (Balance Sheet and Income and Expense Statement)
- 1b. If your grant is for a specific project / program, please provide income and expenditure information compared to the budget initially proposed in your grant application.
- 1c. Please upload any program impact images along with your supporting docs. (.jpg up to four, limit 4MB per image file)

For additional questions of concerns please email:

Carol Eaves
Carol.a.eaves@usbank.com

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