

# Quarterly Reporting Template

**Grant #:** [Grant Number]

**Awardee:** [Business Name]

**Reporting Period:** [Quarter & Year]

## 1. Use of Funds

Date \_\_\_\_\_

Vendor \_\_\_\_\_

Expense Description \_\_\_\_\_

Amount \_\_\_\_\_

Eligible Category (Payroll, Rent, Inventory, Equipment, etc.) \_\_\_\_\_

Supporting Documentation (Y/N) \_\_\_\_\_

## 2. Project Progress & Milestones

- Describe progress since last report: \_\_\_\_\_
- Milestones achieved: \_\_\_\_\_
- Challenges encountered: \_\_\_\_\_

## 3. Job Creation/Retention (if applicable)

Employee Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

New or Retained: \_\_\_\_\_

Start Date: \_\_\_\_\_

Demographics (Voluntary Self-Report): \_\_\_\_\_

Hourly Wage: \_\_\_\_\_

Full-Time/Part-Time: \_\_\_\_\_

## 4. Certification

I certify that all information provided in this report is true and complete to the best of my knowledge.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_