

**Grants to End Homelessness Progress Report Template**

A Progress Report for your Grant is due six months after your agreement is signed.

Please include the following information in your Progress report:

1. Name of project
2. Who the report was prepared by and the date of report preparation
3. Brief project description
4. Brief summary of project objectives
5. Brief summary of progress to date

1. List of outcomes achieved so far including number of people assisted or housed as a result of your project.
2. Any variations to the project as a result of progress
3. Summary of grant expenditure incurred
4. Expected end date of project

Please email your report to [office@mercyfoundation.com.au](mailto:office@mercyfoundation.com.au) or mail to:

CEO  
Mercy Foundation  
40 Rocklands Rd  
Wollstonecraft NSW 2065