**EMSWCD PIC Mid-Year Report Template**

The mid-year report should summarize in 1-2 pages the highlights of the project – including progress to date, challenges, any proposed changes in the timeline and/or activities, along with additional information you’d like the EMSWCD to know about. If possible, the report and attachments should be submitted electronically to save resources

1. **TITLE SECTION**

This should include: Project number and name/acronym, author(s), contact person, date.

**2) Progress**

Describe the progress made toward the goals and specific activities as stated in the approved Scope of Work.

1. **Successes and Challenges**

Describe any notable successes and challenges (both anticipated and unexpected) encountered to date related to the funded grant.

1. **Funds Leveraged**

Please provide any updates on funding for this project.

1. **Attachments (electronic submission is preferred)**

If you have any photos, articles or flyers demonstrating your work to date, we would welcome copies with your report. EMSWCD uses electronic images for web and print based publications. Please e-mail electronic images (JPG or GIF 500 dpi minimum). Include a list of captions and photo credits as necessary.