**EMSWCD PIC Plus Annual Progress Report Template**

The progress report should summarize in 1-2 pages the primary project accomplishments to date – including major activities, challenges, changes in plans, and any additional information you’d like the EMSWCD to know about. If possible, the report and attachments should be submitted electronically to conserve resources.

1. **TITLE SECTION**

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

**2) Progress and Results**

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

1. **Challenges**

Describe any challenges (both anticipated and unexpected) encountered related to the funded project and how you are addressing them.

1. **Funding from other sources**

Please provide an update on additional funding for the project and how this is impacting the project.

1. **Photos (electronic submission preferred)**

If available, please include a few photos of recent project activities. EMSWCD uses electronic images for web and print based publications. Please include a cd or e-mail electronic images (JPG or GIF 500 dpi minimum). We cannot use paper color copies of photographs for publication. Include a list of captions and photo credits as necessary.

1. **SOW/Budget Updates**

If any significant changes in the project Scope of Work and/or the Budget are anticipated, please contact Suzanne Easton, Grants Program Manager, to discuss. (Suzanne@emswcd.org, 503-935-5370)