

## Instructions for Filing Progress Report for Organization Development Grants

To file a progress report on your Organization Development Grant (ODG) award, please follow the instructions below (excerpt from Section 5 – Reports of the ODG agreement). The “Term of Agreement” can be found on the cover page of your ODG agreement.

### Excerpt from ARTS GRANT AGREEMENT, Organization Development Grant, Page 2

#### Section 5 - Reports:

Grantee agrees to complete and submit to the Office of Cultural Affairs the following Reports:

- (a) If Grantee has not completed the project as set forth in the Scope of Grant within six months of the start date of Term of Agreement, Grantee shall submit to the Office of Cultural Affairs a **Progress Report**, utilizing instructions and a format provided by the Office of Cultural Affairs, which shall be due no later than seven months from start date of Term of Agreement, including, without being limited to, the following:
  - a. An accounting of actual expenses and income to date as they relate to the Grant Plan;
  - b. Grant Plan activities implemented, if any; and
  - c. Plans for completing the remainder of the project, with a timeline identifying remaining milestones and the anticipated completion date.

In the above (a) a., there is no specific format for providing the budgetary information. It can be included in the narrative you provide.

Please send the above to:

Organization Development Grants Progress Report  
Arlene Biala  
San José Office of Cultural Affairs  
365 S. Market Street  
San José CA 95113

If you have any questions, please contact Arlene Biala, arts program coordinator, at (408) 277-5144 ext. 25 or [arlene.biala@sanjoseca.gov](mailto:arlene.biala@sanjoseca.gov).

Note: Final Report is due no later than 30 days after end date of Term of Agreement.