****Explore the Coast Program

**Progress Report**

***Instructions:*** Include an electronic copy of this progress report with your electronic Request for Disbursement (RFD – our invoice document) and provide a hard copy by mail of with the RFD. See the [RFD instructions](https://scc.ca.gov/files/2020/10/RFD-form-Instructions-10.2020.pdf) for more information.

|  |  |
| --- | --- |
| **Project Name** |  |
| **Organization** |  |
| **Grant Agreement Number**  |  |
| **Period Covered by Report** |  |
| **RFD Number** |  |
| **Contact Name and Email** |  |

**Part 1: Progress Report on Tasks and Deliverables**

1. Briefly summarize the current status of the project. (For example, is the project on track to finish on schedule and within budget? Are there issues impacting the overall successful completion?)
2. Briefly summarize the work done on each work program task for which you are invoicing (i.e., the work done during the billing period).

***Please note:***  *Project deliverables (such as brochures, pamphlets, participant essays, etc.) should be emailed separately to your SCC project manager.*

**Part 2: Community Served**

Please provide an estimate of the total number and demographics of people served by the project this reporting period, as well as a list of the cities/community’s participants came from to join your program.

***EXAMPLE:*** *Our program served 40 participants, about 80% were BIPOC, all participants were from Title-1 schools. Participants joined the program from Richmond, Oakland, San Francisco, and Hayward.*

**Part 3: Grant Acknowledgement**

SCC’s acknowledgement guidelines are found [here.](https://scc.ca.gov/files/2019/12/Guidance-Plan-for-Signage-and-Acknowledgement-2019.pdf)

Have you shared SCC’s grant support during this grant term? YES NO

**OPTIONAL ELEMENTS**

**Part 4: Photos and/or impact stories**

If you have photos or stories of the impact of your program on participants, please share a few with us. We will use these materials in our effort to continue securing funding for the Explore the Coast program. Please email photos in jpg format to the SCC project manager.

**Part 5: Pre/Post Survey Results**

*Part 4 applies only to grantees who have incorporated pre and post surveying as part of their program metrics tracking or have the capacity to do so.*

**Requested Pre/Post Survey Questions**

If possible, surveys should incorporate the following pre- and post-project survey questions:

**Pre-project**

1. In one word, how do you feel about going to the beach/bay/coast\*? *\*Please feel free to amend key terms as appropriate for your project*

**Post-project**

1. How did visiting the beach\* make you feel?
2. Do you want to visit the beach\* again?
3. Will something you learned on this trip help you get to the beach\* again in the future?
4. Is there anything else you’d like to tell us about your trip?

*\*Please feel free to amend key terms as appropriate for your project, i.e. “beach” to “coast” or “bay,” etc*.