

## PROGRESS REPORT

<b>Business Name</b>	
<b>Project Name</b>	
<b>Project Number</b>	
<b>Eligibility Date – Completion Date (mm/dd/yy – mm/dd/yy)</b>	
<b>Period Covered by Report (mm/dd/yy – mm/dd/yy)</b>	
<p><b>Provide a report on progress against each of the Key Project Milestones as detailed in Annex 1, page 10 of your Contribution Agreement (CA). Attach evidence of the progress (i.e. Purchase Orders for equipment; LinkedIn profiles for new hires; executed contracts for services; invoices from vendors; licenses; permits).</b></p>	
<p><b>Confirm that the Target Date For Completion of each Milestone, as detailed in Annex 1, page 10 of your CA, remain accurate. Explain.</b></p>	
<p><b>Provide a report on your progress against each of the Performance Metrics as detailed in Annex 1, page 10 of your CA.</b></p>	

**What are the Eligible Costs incurred to date, as they relate to Annex 1, page 11 of your CA and your Final Approved Budget Form?**

**Refer to Schedule A of your Contribution Agreement. Submit any additional information as outlined. Identify below, information that you are submitting.**

**Are there any success stories that you wish to share in relation to this Project?**

<b>Submitted By</b>	<b>Signature</b>	<b>Date Submitted</b>

**Please save the completed form and submit with the mandatory supporting information to:**

[info@grenvillecfdc.com](mailto:info@grenvillecfdc.com)

**Questions? Call us 613.925-4275 TF 877.925-4275**