**Enter Title of Trust Fund**

Enter Title of Project

Enter Name of Author

**Quarterly Report Format**

This form is required for formal reviews of the project by the Trustees, Chief & Council and Bigstone Cree Nation Members. It is also required if the Accountable Body is being asked to make decisions that materially affect the project including, but is not limited to, changes or modifications to the original project plan. It is the responsibility of the Project Director (Contact person whose name appears on the Trust Proposal Application form) to complete the form assisted by the Society or Project Team as disclosed in the Trust Proposal Application.

**Introduction**

|  |  |
| --- | --- |
| **Project Director** | Click or tap here to enter text. |
| **Date of Report** | Click or tap here to enter text. |

Describe the nature of the project, it’s overall goal and value to the membership and the community. Be concise and brief without sacrificing necessary details. Start your message with a brief introductory sentence followed by bullet points to highlight the central theme (propose) of the project.

**Methodology**

Provide information that describes the relevant indicators and progress of the project. Make it easy for the reader to understand why your project benefits Membership and how it contributes to the well-being of the community. Start with a brief, concise introductory sentence followed by bullet points highlighting the intent of the project and the benefits.

Click or tap here to enter text.

**Resources**

At each phase of the project, describe the manpower, tools and resources utilized to achieve the goals of the project. Briefly describe specific aspects of the plan that are being administered by other programs, persons, (other than those listed in your Project Team profile) or subcontracted by other sources (if any). The reader should be able to understand who managed certain deliverables.

Click or tap here to enter text.

**Budget/Financial**

At each phase of the project, provide a chart or graph that demonstrates the budget you submitted and describe how the funds are being used and where. What are the associated costs, itemize who/what was paid for; cost per person if more than one individual; total cost of event. If receipts have been generated, cheque stubs, please include them with your report.

Click or tap here to enter text.

**Project Timelines**

Describe when you started and completed this phase. Include the challenges you encountered (if any), and the achievements and how you accomplished them. Make it easy for the reader to follow you through each phase, to understand and appreciate the status of your project.

Click or tap here to enter text.

**Challenges**

You may encounter unexpected challenges, setbacks or other delays that affect the progress of your project. Briefly describe the incident and explain how you resolved the challenge.

Click or tap here to enter text.

**Conclusion**

Explain what worked and what didn’t work as the project advanced to the final stage.

* Did you have to alter the project plan at any point in time?
* What changes did you have to make? Were you satisfied with the changes you made and was the project

successful because of the changes?

* If not, how would you have done things differently?

Include all supporting documentation such as

* Testimonials; positive comments, from membership that you or your team members received
* Pictures, and drawings from children.
* Other supporting documents

Describe a chronicle of events in a brief and concise representation so that the reader understands and appreciates your endeavour.

Click or tap here to enter text.

**Log of Quarterly Reports by Date**

|  |  |
| --- | --- |
| **First (1st) Quarterly Report** | Click or tap to enter a date. |
| **Second (2nd) Quarterly Report** | Click or tap to enter a date. |
| **Third (3rd) Quarterly Report** | Click or tap to enter a date. |
| **Fourth (4th) Final Quarterly Report** | Click or tap to enter a date. |