A black recycle sign

Description automatically generatedBizRecycling Partners

Status Report: 6 Months

A status report is due **in month 6 of your contract year**. Upon approval of the report, you will receive payment of the remaining portion of your grant for the year. Email your completed report to <info@bizrecycling.com>.

Today’s date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Contact Information**

|  |  |
| --- | --- |
| Business Name |  |
| Contact Name |  |
| Contact Title |  |
| Mailing Address |  |
| Phone Number |  |
| Email Address |  |

**Project Status Update**Provide a status update for each outreach objective as stated in your Annual Work Plan. If there were changes to the project scope or budget, include information explaining the changes.

|  |  |
| --- | --- |
| **From Annual Work Plan** | **6 Month Status Update** (Include activities, outcomes, or proposed scope changes.) |
| **Objective 1** |  |
| **Objective 2** |  |
| **Objective 3** |  |
| **Objective 4** |  |

**Budget Status**

Provide an update on the budget expended to date. Include any budget modifications that have occurred.

|  |  |  |  |
| --- | --- | --- | --- |
| **Line Item** | **Description** | **Amt Applied For** | **Amount spent as of 6-mo** |
| Staff/Personnel (Number of hours by staff) |  |  |  |
| Printing and Postage |  |  |  |
| Advertising |  |  |  |
| Outreach Activity Expenses (i.e. supplies, room reservation fees) |  |  |  |
| Other Expense: |  |  |  |
| Other Expense: |  |  |  |
| **Grant Total** |  |  |  |

**Additional Comments**

Is there additional information you would like to share? For example, successes you’ve had in recruiting business, challenges your businesses are facing, or additional supports needed from the BizRecycling staff.