

Office of Mission Program Grants  
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## GENERAL ASSEMBLY MISSION PROGRAM GRANT ANNUAL PROGRESS REPORT

Date Prepared \_\_\_\_\_  
Synod \_\_\_\_\_ Phone \_\_\_\_\_  
Presbytery \_\_\_\_\_ Phone \_\_\_\_\_  
Project Name \_\_\_\_\_ Project Number \_\_\_\_\_  
Pastor / Project Director \_\_\_\_\_ Date of Charter \_\_\_\_\_  
Address/City/State/Zip \_\_\_\_\_

**The purpose of this report is to track a project's progress during its funding cycle and to gather and share insights that can be used to help and inform other projects.**

**INSTRUCTIONS:** Send six copies (two-sided) of this report on white paper to the Mission Program Grant Office at the address noted above no later than October 1. This form is available in Microsoft Word format and may be obtained by downloading from the Mission Program Grants office section of the Evangelism and Church Development web site [www.pcusa.org/evangelism/churchdevelopment/mpgrants.htm](http://www.pcusa.org/evangelism/churchdevelopment/mpgrants.htm), by e-mail, or on a diskette.

In narrative form, on no more than two pages, please respond to the following.

1. What joys and celebrations have taken place in the past 12 months?
2. What concerns does the project currently have?
3. What goals have been met in the past 12 months and what goals have been set for the next 12 months? Did the project leader and the lay leaders attend any professional development or training? If so, please describe the course(s) and the benefits that were gained.
4. Provide worship attendance & church school attendance figures for the current year and up to five preceding years. *Compare these to the projections listed in the original grant proposal and explain any growth or decline.*
5. If a similar project were planned now, describe what would have been done differently.
6. Attach a copy of the current year income/expense budget and most recent actual income/expense statement. Also provide an itemized income/expense budget for the next year. *(Not required for final year report)*

***For Projects in their Final Year of Grant Funding***

***In addition to the previous six questions, please respond to the following:***

7. Provide a brief history of the project, highlighting accomplishments and difficulties, and your vision for the future.
8. How could the presbytery, synod and General Assembly have been more helpful?

**Please Note: Middle Governing Bodies participating and giving oversight and assistance to this project must provide on a single separate page, a concise and independent evaluation of the current status of this Mission Program Grant project. Also, describe how you are maintaining regular contact with project leadership.**

\_\_\_\_\_  
Date

\_\_\_\_\_  
General / Executive Presbyter or designee

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Date

Synod Executive or designee