



Quarterly Report

The Quality Health Foundation requests that the Grantee address each of these issues in submitting a quarterly report of activities.

Grant No. (Internal QHF): _____ Amount \$ _____

Grantee: _____

Project Director: _____

Grant Title: _____

Total Expenses spent this quarter: _____

Total clients served this quarter through QHF funding: _____

Total cost per person served: _____

Please state the purpose of QHF funding: (What are QHF funds directly paying for?)

1. Program Implementation: Describe specific milestones achieved during this report period in relation to the time and objectives stated in your grant proposal.

2. Barriers: Are there currently any barriers to implementing and completing your program as stated in your grant application?

3. Evaluation: What evaluation procedures have been performed to assess progress toward achieving program objectives and the results?

4. Publicity: During this quarter has a press release been submitted to local newspapers? (Per the terms of the grant agreement, "Drafts of intended publications concerning grant results will be provided to QHF for review prior to submission for publication.") If yes, please indicate the date, and include two copies of the press release.



5. Revisions to Project/Program Management: Has Program Management of the improvement project changed this quarter?

QHF considers the leadership of the project to be crucial to its success and, therefore, reserves the right to terminate support in the event that the Project Director leaves the project or the Grantee. The Grantee agrees to notify QHF at least thirty (30) days in advance of the departure of the designated Project Director, and documents its impact on the project/program. Failure to notify QHF of such a change in leadership may result in withdrawal of financial support or disqualification from future grant funding.

6. Name, Address and Duties of any Subcontractor/Consultant: During this quarter, has a subcontractor/consultant been utilized for more than 40% of the Total Value of the Grant?

Any subcontract agreement or consulting agreement with an individual for more than 40% of the Total Value of the Grant must be provided to the QHF for review prior to execution. The Grantee must ensure that all subcontract or consulting agreements are in compliance with policies of the Grant Agreement.

7. Proposed Changes in the Scope of the Project/Use of Grant Funds: During this quarter, has the Scope of the Project or the intended Use of Grant Funds Changed in relation to your grant application?

Permission to make major changes in the project objectives, implementation strategy, key personnel, timetable or the use of the approved budget for the project (i.e., a revision of an amount equal to 20% of the grant in a single line item), must be submitted to QHF in writing. QHF must approve such modifications in the grant project/program prior to implementation. Grants that deviate from their approved Scope of Work must be revised accordingly. Failure to honor the stipulations of the Grant Agreement will result in termination of the grant and reimbursement of all funds to QHF.

8. Financial Records – Budget Update: Please include the budget for this quarter including all expenses and all revenues.

Status of expenditures or use of funding to date may be provided in an Excel spreadsheet. The Grantee is expected to maintain complete financial records of revenues and expenditures of the project, together with supporting documentation. QHF may audit or have audited the records of the Grantee insofar as they relate to the disposition of the funds granted by QHF.

9. Additional Items: Is there any additional information you feel pertinent to include in this quarter report regarding the grant and implementation of your improvement project?

10. Wish List -If funding were unlimited: As you implement your improvement project, what do you feel you need to make your improvement project more successful? Please list item, purpose of item and item cost.

Name of Grantee:

Signature: _____
(Date)

Print Name: _____

Title: _____

