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## TOT-TBID Dollars at Work Program: Quarterly Report (Q1: July 1- Sept 30, 2024)

### Executive Summary (required)

**B I U** [List Bulleted] [List Numbered] [Quote] [Link]

Limit: 300 words

Provide a brief overview of the project's progress during the quarter (July 1- September 30, 2024). Think of this as a blurb for that will be shared with the public.

### Objectives, Tasks and Milestones (required)

**B I U** [List Bulleted] [List Numbered] [Quote] [Link]

- List the milestones achieved during this quarter.
- List the project tasks and deliverables that were completed this quarter.
- If your project/program is on-going, please indicate what you have achieved this quarter and what the project/program has done since its inception.

### Request amount for this quarter (required)

Please don't include commas or \$.

### Budget and Actual Form



	A	B	C	D	E	F	G	H
1	<b>PROJECTS BUDGET vs ACTUALS</b>							
2								
3	<b>BUDGET Based on NTCA Fiscal Year</b>	<b>Q3 (Jan. 1- March 30, 2024)</b>		<b>Q4 (April 1- June 30, 2024)</b>		<b>Q1 (July 1- Sept. 30, 2024)</b>		<b>Q2 (Oct 1- Dec. 30, 2024)</b>
4		<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>
5	<b>Total Request</b>							
6								
7	<b>*Below categories are only for requested</b>							

Please fill out this form to indicate what you have spent this quarter- Quarter 1 (July 1- September 30, 2024)- in the **actuals** section. For the budget sections, fill out using the numbers you indicated for your original submission to Submittable.

### Budget/Expenditure Narrative (required)

**B I U** [List Bulleted] [List Numbered] [Quote] [Link]

Include a narrative about your budget and actuals. Provide the story behind the numbers. If there are any variances in actuals vs budgeted, use this space to explain.

### Full Budget Upload Vs Actuals

[Choose File](#)

Upload a file. No files have been attached yet.

Acceptable file types: .csv, .doc, .docx, .odt, .pdf, .rtf, .txt, .wpd, .wpf, .xls, .xlsx

If you have another budget that you want to upload to share what you spent this quarter and the amount that you should be reimbursed with then please use this upload function. (This is not required).

### Monitoring and Evaluation (required)

**B I U** [List Bulleted] [List Numbered] [Quote] [Link]

- Identify the outputs from the project/program during this quarter. Please compare to the outputs you listed in your contract.
- Describe any of the outcomes achieved for this quarter. Please compare to the outcomes you listed in your contract. If there were no outcomes, describe how you are working to those outcomes.
- Detail any communication with stakeholders or community, including meetings, feedback received, or community involvement.
- Highlight any collaborations or partnerships formed during the quarter.

### Challenges and Mitigation (required)

**B I U** [List Bulleted] [List Numbered] [Quote] [Link]

- Identify any challenges or issues encountered during the quarter.
- Describe steps taken to address these challenges or mitigate risks.

### Next Quarter Plans (required)

**B I U** [List Bulleted] [List Numbered] [Quote] [Link]

- Identify the next quarter's tasks, deliverables, and milestones.
- In other words, what do you plan on doing in the next quarter. We will use this information to inform the public through marketing.

### Photos and/or Videos (required)

[Choose File](#)

Select up to 10 files to attach. No files have been attached yet. You may add 10 more files.

Acceptable file types: .pdf, .gif, .jpg, .jpeg, .png, .svg, .tif, .tiff, .3gp, .avi, .flv, .m4v, .mkv, .mov, .mp4, .mpg, .webm, .wmv, .ai, .vdx

Please provide 3-5 high resolution images of project/program progress. You may also upload videos here.

### Invoice Upload (required)

[Choose File](#)

Select up to 4 files to attach. No files have been attached yet. You may add 4 more files.

Acceptable file types: .csv, .doc, .docx, .odt, .pdf, .rtf, .txt, .wpd, .wpf, .gif, .jpg, .jpeg, .png, .svg, .tif, .tiff

Please upload your invoice.

For **All Grantees**, please also upload back-up documentation (receipts, invoices from contractors, etc).

You are welcome to use [this template](#) if you need.

Save Draft

Submit Form

