NDSC Project Reporting Form

A completed report is required to be submitted with invoices for NDSC to remit payment.

Date Submitted:_____

Contact Person Name & Title: _____

Project Title:_____

% of Project Budget Spent To-Date: _____

If project work has not started, please indicate anticipated start date and expected activity completion date._____

Please summarize work completed towards project/activity objectives and milestones achieved to-date, including activities such as workshops, training sessions, planning sessions, media events, etc. (If no work has been done, please explain why)

If applicable, describe any problems or unusual developments that may be preventing the project from moving forward.

Please attach any survey or evaluation results to-date, that will help the NDSC board understand the value of their investment in this project or activity. Please include copies of any program agendas or published notices of meetings or events. (Ex: results of any workshops or activities including number of participants, event survey results, social media analytics, etc.)

Additional Comments: