|  |  |
| --- | --- |
| **Funding Cycle** | |
|  | Spring |
|  | Fall |
|  | Winter |
| **Grant/Report** | |
|  | New |
|  |  |
|  |  |

# ButlerL

###### MID-YEAR REPORT

Please email to [pdg@butlerfoundation.org](mailto:pdg@butlerfoundation.org) along with mid-year budget accounting on the date indicated in your grant approval letter

##### Name of Organization \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_City\_\_\_\_\_\_\_\_\_\_\_\_ State\_\_\_\_\_\_\_\_\_Zip\_\_\_\_\_\_\_

Executive Director \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone\_\_\_\_\_\_\_\_\_\_ E-Mail\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

##### Name of Program \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Target Population \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Program Contact \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-Mail\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* **General Agency Overview**
* Over the past year, what has been the impact of COVID-19 on the agency as a whole and your budget in particular?
* Did you apply for a 2nd round of PPP? If so, how much and what will it used for? Did you get any additional emergency funding? What percentage of your agency is dependent on government funding? Did you experience cuts in your government contracts/grants? What is the outlook going forward?
* Have you furloughed and/or laid off staff recently? If so, how many and why? Please specify if personnel working on your Butler funded program have been furloughed or laid off. Have you rehired staff?
* Are your services being delivered virtually and/or in person? Please describe.
* Butler Program: Describe the progress and major accomplishments that has been made to date to address the issues stated in your proposal. Summarize the activities you have undertaken to date. Please account for the impact of COVID-19.
* Discuss any issues that have necessitated a change of course or a rethinking of your program’s goals and objectives.
* Indicate if you are on target to meet the anticipated number of people to be served as stated in your proposal.
* Give a financial account of your progress to date using the budget form.