

**Social Justice Small Grants Progress Report Template**

A Progress Report for your Social Justice Small Grant is due within 6 months after the payment of your first grant instalment.

Please include any the following information in your Progress report:

1. Name of project
2. Who the report was prepared by and the date of report preparation
3. Brief summary of project objectives
4. Brief summary of progress to date, including the number of people assisted.
5. List of outcomes achieved so far
6. Any variations to the project as a result of progress?
7. Other comments?
8. Expected end date of project

*We would greatly appreciate photos with permission for the Mercy Foundation to publish on our website and in our newsletters.*

Please email your report to [office@mercyfoundation.com.au](mailto:office@mercyfoundation.com.au) or mail to:

Grants Administration  
Mercy Foundation  
40 Rocklands Rd  
Wollstonecraft NSW 2065