



# Pennsylvania Wine Market & Research Promotion Program

## Progress Report

A financial status report and a project performance report will be required on a semi-annual basis. October and April reports are due. A final report may serve as the last semi-annual report due 30 days after completion of the contract. Grantees shall monitor performance to ensure that time schedules are being met and projected goals by time periods are being accomplished. Please submit reports to BOTH: [RA-AGCommodities@pa.gov](mailto:RA-AGCommodities@pa.gov) and [RA-LBACT39GRANTS@pa.gov](mailto:RA-LBACT39GRANTS@pa.gov).

### SECTION 1 – SUMMARY INFORMATION

Date of Report: \_\_\_\_\_

Contract/PO#: \_\_\_\_\_ Fiscal Year: \_\_\_\_\_ Round of Grant: \_\_\_\_\_  
(i.e. Round 1, Round 2, etc)

Title of Paper: \_\_\_\_\_

Organization: \_\_\_\_\_

Project Coordinator: \_\_\_\_\_

Organization Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Progress Report:  October  April

Final

Area of Focus:  Research

**SECTION 2 –OBJECTIVES | TIMELINES | OUTCOMES | BUDGET**  
(A comparison of actual accomplishments to the objectives for that period?)

**SECTION 3 – SCOPE OF WORK**  
(Reasons why established objectives were not met, if applicable?)

#### **SECTION 4 – DELAYS/RISKS**

(Reasons for any problems, delays, or adverse conditions which will affect attainment of overall program objectives, prevent meeting time schedules or objectives, or preclude the attainment of particular objectives during established time periods. This disclosure shall be accomplished by a statement of the action taken or planned to resolve the situation?)

#### **SECTION 5 – SPECIAL NOTES**

(What objectives and timetables are established for the next reporting period? Etc.)