

POLK COUNTY BUSINESS DEVELOPMENT GRANT

**Project Report**

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| --- | --- | --- | --- |
| **Project Title:** |  | | |
| **Company:** |  | | |
| **Project Lead:** |  | | |
| **Phone:** |  | **Email:** |  |

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| --- | --- | --- | --- | --- |
| **Planned Project Completion Date:**  **Report Type:**  Progress Report  Final Report   *Grant Financial Report Attached (Required)* | | | | |
| **Grant Category:** | Business Recruitment Business Expansion  Business Retention | | | |
| **Grant Award Amount:** | |  | **Grant Funds Received YTD:** |  |
| **Planned Match Revenue:** | |  | **Actual Match Revenue YTD:** |  |
| **Planned # of New Jobs Created:** | |  | **New Jobs Created YTD:** |  |

**1. Brief description of the project: (500 words or less)**

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**2. Please provide a brief update on each of the project goals accomplishments to date and any modifications to the original project. Please include photos (if relevant) as part of the final report.**

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| **Status of Project Objective #1:** | **□ Complete □ In Progress □ Not Started** |
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| **Status of Project Objective #2:** | **□ Complete □ In Progress □ Not Started** |
|  | |
| **Status of Project Objective #3:** | **□ Complete □ In Progress □ Not Started** |
|  | |
| **Status of Project Objective #4:** | **□ Complete □ In Progress □ Not Started** |
|  | |
| **Status of Project Objective #5:** | **□ Complete □ In Progress □ Not Started** |
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**3. Jobs Created – Please complete the following information for each position created.**

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| --- | --- | --- | --- | --- | --- |
| Position Title | Degree or certification required? | Average pay? | Medical Benefits? | # of positions created? | # of positions filled? |
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**4. Is there any unforeseen challenges or barriers to completing the project as planned? If so, please describe the problem and any identified solutions.**

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| **Report Completed By:** |  | **Date:** |  |

**For Office Use Only:**

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| --- | --- | --- | --- | --- | --- | --- |
| Date Received: |  | | Reviewed By: |  | | |
| Follow Up Needed: □ Yes □ No | | Date Completed: |  | | Date Presented to EDAB: |  |