



## **Progress Report** *Submitted by the recipient to ASD*

As part of the reporting process for the said file, the recipient is to complete and forward to the officer the following form to proceed with a payment:

This activity report covers the period between:            to

File Number:	Project name:
Recipient:	

2) Funding approved by ASD	Amount Spent:	Amount projected to be unused:

3) Was there any previous payment provided by ASD? Yes:x *How much:*  No:

4) Summary of the activities conducted:

5) Progress report of participants:  
Attached:  Not applicable:

6) Attendance record *(If any participants have left please specify the reason)*  
Attached:  Not applicable:

8) Copy of relevant invoices and proof of payments:  
Attached:  Not applicable:

9) Other comments:

10) I certify that all the information above is as proposed in the funding agreement, as I am aware that if there should be any changes to the original plan, I am to notify ASD.

Recipient's Signature

Date