



## Activity Report

Recipient Name	Project Number	Project Title
<b>Period Covered</b>		
<p>Fiscal Year: _____</p> <p>Quarter (Select the appropriate quarter)</p> <p><input type="checkbox"/> Q1 - April 1<sup>st</sup> to June 30<sup>th</sup>      <input type="checkbox"/> Q2 - July 1<sup>st</sup> to September 30<sup>th</sup>      Or month: _____</p> <p><input type="checkbox"/> Q3 - October 1<sup>st</sup> to December 31<sup>st</sup>      <input type="checkbox"/> Q4 - January 1<sup>st</sup> to March 31<sup>st</sup></p>		
<b>1. Report on Progress</b>		
<p>a) Describe the progress achieved this period for each of the objectives, activities. Please use concrete examples and reference your project milestones.</p>		

1. Report on Progress - (Continued)

b) Is the project on track to meet the expected results in your agreement? Please provide specific examples to support your response.

## 1. Report on Progress - (Continued)

- c) What is your overall progress toward the stated objectives outlined in the project description of your Funding Agreement?  
Based on these is your project:

☐ delayed      ☐ on-time      ☐ ahead of schedule

If delayed or ahead schedule, please provide a rationale describing how you plan to adjust timelines.

1. Report on Progress - (Continued)

- d) Have all financial and / or non-financial partnership commitments to this project been fulfilled or are they in the process of being fulfilled? If not, are there any foreseeable concerns that this might jeopardize the results of this project.

## 2. Amendment

a) Do you expect any changes to the budget or activities outlined in the agreement?

☐ No ☐ Yes If yes, please provide a detailed explanation of any change(s)/modification(s) needed to:

☐ Activities of the Funding Agreement: ☐ Budget of the Funding Agreement:

### 3. Success Stories / Lessons Learned

a) Describe the success stories or lessons learned that occurred this period:

4. Additional information as per program specific requirements

- a) If applicable, indicate the progress of participants for this period. Provide examples of how participants are developing their skills and knowledge and are working towards meeting their employment goals.

4. Additional information as per program specific requirements - (Continued)

- b) If applicable, indicate the impact that your project results are having on the lives of Canadians. Provide project results and explain how the information, programs and services are being accessed by: individuals (includes: children, youth, parents, seniors, caregivers), families, organizations, communities, etc.) If workshops were delivered, indicate the number of attendees.



4. Additional information as per program specific requirements - (Continued)

- c) If applicable, provide the number and type of partnerships / networks that have been developed this period. Describe the partnership / network activities that occurred during this reporting period i.e. exchange of business cards; financial nature; someone who provides advice on construction activities.

## 5. Other Information

a) Is there any other information about your project's progress that you want to share with us?

The information you provide is collected under the auspices of Employment and Social Development Canada for the purpose of administering programs. The information collected will be subject to the Access to Information Act.

The undersigned hereby certifies that the above information is in accordance with the Terms and Conditions of the funding agreement.

Authorized Claimant Name:

\_\_\_\_\_

Signature:

\_\_\_\_\_

Date:

\_\_\_\_\_

yyyy/mm/dd