MISSION GRANT ● ANNUAL/FINAL REPORT

(If recipient is completing an annual progress report for General Assembly, please send a copy of that report. You do not need to complete this form.)

Date Prepared

Project Name Church

Duration of Project

Pastor/Project Director

Address/City/State/Zip

E-mail Address Phone

**The purpose of these reports is (1) to track a project’s progress during its funding cycle and to gather and share insights that can be used to help and inform other projects, and (2) to interpret innovative mission initiatives to the presbytery and to the larger Church.**

**INSTRUCTIONS:** **Send a copy of this report to the presbytery office by October 1.** This form is available on the presbytery web page, [***www.okinp.org***](http://www.okinp.org), or by e-mail from the office.

In narrative form, on no more than two pages, please respond to the following.

1. What joys and celebrations have taken place in the past 12 months?

1. What concerns does the project currently have?
2. What goals have been met in the past 12 months and what goals have been set for the next 12 months? Did the project leader and the lay leaders attend any professional development or training? If so, please describe the course(s) and the benefits that were gained.
3. If a similar project were planned now, describe what would have been done differently.
4. Attach a copy of the current year income/expense budget and most recent actual income/expense statement. Also provide an itemized income/expense budget for the next year. ***(Not required for final year report)***

## For Projects in their Final Year of Grant Funding

***In addition to the previous questions 1—5, please respond to the following:***

6. Provide a brief history of the project, highlighting accomplishments and difficulties, and your vision for the future.

7. How could the presbytery have been more helpful?

Date Pastor or Director

Date Clerk of Session