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| **Project Name:**  |
| **Funding Recipient:**  |
| **Contact Person:**  |
| **Phone:**  | **Email:**  |
| **Reporting Period:** January-June 2024 |
| **Progress Report –** *Provide a narrative description of project activities conducted during the reporting period. You may include attachments such as meeting minutes, project activity participants, or other relevant documents.* |
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| **Successes** *– Describe the project’s greatest successes during the reporting period.* |
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| **Challenges** *– Describe the project’s greatest challenges during the reporting period and any strategies/plans to mitigate those challenges.* |
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| **Efficiencies** *– Describe any activities that provided a cost savings or involved the leveraging of resources (match) to support trainees.* |
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| **Participants (if any)** *– Describe the participants served during the reporting period. Include participant outcomes. Report the total number of participants served.* |
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| **Expenditures** *– Are expenditures on target? Are there issues with meeting all expenditure requirements? Please explain your strategy to ensure these funds will be properly utilized and fully expended. For equipment purchases, please upload relevant bids, estimates, and/or invoices paid.* |
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| **Implementation, including enrollments** *– Are project milestones and enrollments on schedule (as applicable)? If not, please explain issue and timetable to remedy.* |
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| **Best Practices** *– What is working particularly well? What can be shared about the project that could benefit other providers?* |
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| As part of our commitment to highlighting impactful work of our fund awardees, we are considering featuring select college projects on the [Workforce Development Fund](https://www.sbctc.edu/colleges-staff/grants/workforce-development-funds) website. This would offer a platform to showcase the innovative initiatives and successful outcomes achieved by grantees like you, potentially attracting further support and collaboration. Please take a moment to indicate your preference below. |
| Would you like your project to be featured on SBCTC’s [Workforce Development Fund](https://www.sbctc.edu/colleges-staff/grants/workforce-development-funds) website? This could include showcasing your achievements, impact, and success stories to a broader audience. Please indicate your preference below:[ ]  Yes, I would like my project to be featured on the website. [ ]  No, I prefer not to have my project featured at this time.If you answered ‘Yes’ above and have press or news releases related to your project, please provide the link(s) below. This will allow us to further highlight your achievements and share your story. Link(s):  |