

# Your Nonprofit's Name

## Campaign Scope

Original Project Cost:

\$XXX

Updated Project Cost:

\$XXX

## Campaign Progress

Total Campaign Goal:

\$XXX

Raised To Date\*:

\$XXX

Balance Required:

\$XXX

\*if challenge is a \$1-for-\$1 match (or whatever the ratio) please indicate the total raised toward that match

## Major Paid & Pledged Commitments (examples):

GOCO: \$XXX

DOLA: \$XXX

Gates: \$XXX

Boettcher: \$XXX

Local Corp: \$XXX

Trustees: \$XXX

Individuals: \$XXX

In-Kind: \$XXX

## Pending Requests (examples):

El Pomar Foundation

Daniels Fund

Johnson Foundation

State Historical Fund

## Sample Quarterly Report Capital Campaign

July, 2008

### Campaign Highlights

- Enter highlights regarding campaign progress.
- Enter highlights regarding project development
- Explain if project costs have significantly increased/decreased.
- Explain if timing for the capital project or campaign has changed.



### Extra Tips for Completing a Quarterly Report

The quarterly report is used to track campaign progress. If your agency received a challenge grant from the Gates Family Foundation, then we believe in your project and want to help your nonprofit succeed with its campaign. Contributing to your success also means that you are not spending more time than needed completing quarterly reports. Keep these following points in mind when writing your report:

- Convey highlights from the past three months in one or two pages.
- Stick to important information.
- Quarterly reports do not need a sophisticated format. This is only an example. Pick a format that is easy for you to use.
- Send only one copy of a mailed or e-mailed report.
- You may be able to use this same report for keeping other funders informed about your project progress.