Your Nonprofit's Name

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.