

## EDWARD INGERSOLL BROWNE FUND PROGRESS REPORT - Financial

Report must be submitted within 30 days of the close of the reporting period.

**GRANTEE:** *Neighborhood Association of XYZ*

**PROJECT:** *Sculpture and Landscape Improvements at XYZ Square*

**GRANT YEAR:** *2017*

### PERIOD COVERED BY THIS REPORT

January 1, through June 30, 2019  
 July 1, through December 31, \_\_\_\_\_

The following tables are not required formats, but are suggested templates for communicating the status of your expenditures and match. As an alternative, you may attach summaries produced by your fiscal officer with comparable information.

EXPENDITURES TO DATE		
OVERALL SUMMARY	BROWNE FUNDS	OTHER FUNDS
Original grant:	\$ 150,000	\$ 200,000
Less what was spent prior to this reporting period:	- \$35,000	- \$ 65,000
Less what was spent during this reporting period:	- \$35,000	- \$
Less what was obligated during this reporting period:	- \$5,000	- \$
Balance of funds remaining:	= \$ 75,000	= \$ 180,000

### BREAKDOWN OF GRANT EXPENDITURES AND OBLIGATIONS:

Major item or category (this should match the budget items in your proposal)	Budget	Browne Fund \$ spent/obligated	Browne Funds Remaining	Non-Browne Fund \$ spent	Non-Browne Funds Remaining
Landscape Architecture and Construction Management	35,000	10,000	25,000		
Artist Contract					
Artist Task 1	50,000	5,000		45,000	
Artist Task 2	50,000			20,000	30,000
Artist Task 3	50,000				50,000
Landscape Contractor					
Landscape Task 1	50,000	50,000			
Landscape Task 2	50,000	10,000	20,000		20,000
Landscape Task 3	50,000		25,000		25,000
Acceptance	15,000		5,000		10,000
Total	350,000	75,000	75,000	65,000	135,000

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GRANT YEAR: *2017*

**PERIOD COVERED BY THIS REPORT:**

January 1 through June 30, 2019

July 1 through December 31, \_\_\_\_\_

Expected project completion date: *11/ 15/2019*

STATUS:  Completed  
 On going  
 Not yet begun

**WHAT HAS BEEN ACCOMPLISHED SINCE THE LAST PROGRESS REPORT?** Describe progress with fundraising for the project and/or maintenance program; with the site or its owners; and with the design, permitting or construction of the project.

*It's been a busy 6 months for the XYZ Square Project! As you know from the award letters we included with our last report, we secured \$100,000 grant for the sculpture and an additional \$100,000 for the landscape improvements. We finished the design, working closely with the Boston ABC Department which owns the Square.*

*The Project received approvals from both the Boston Art Commission and the XYZ Area Historic District Commission. With approvals in hand, Neighborhood Association of XYZ signed an agreement with the ABC Department to install the artwork and improvements as well as to provide for the specialized maintenance that will be required.*

*The landscape architect and artist (hired with the earlier design grant) have made great progress. The project went out to bid and was awarded to Green and Green Landscape Contractors. The contractors have started work on the site. The artist and fabricator are making the final artwork.*

**WHAT DO YOU EXPECT TO ACCOMPLISH IN THE NEXT SIX MONTHS?**

*The landscape architect and artist will work closely with the landscape contractors to arrange delivery of the art to the site. We expect that will happen in two months. Once the art is delivered, the final landscape improvements will be completed. That should take an additional 60 days. We hope that the weather will allow work to continue and the project will be completed this fall. If there are delays, we will let the Browne Fund know.*

**PROBLEMS ENCOUNTERED or CHANGES** - Explain any delays, adverse conditions or changed costs that impair the ability to meet grant objectives or schedule. Changes might include a new point of contact or staff assigned to project. If the project itself would change or the schedule needs to be extended, communicate with the program manager about a separate formal request to amend the grant.

*Now that the project has its approvals, the project is making good progress. We will monitor work as we go into the fall as noted above. The Neighborhood Association of XYZ has a new mailing address and email. These are included below.*

**OTHER COMMENTS**

*Not at this time.*

Submitted by:



*7/15/19*

**SIGNATURE**

**DATE**

*New Address St. Boston, MA 02---*

**ADDRESS**

*chair@XYZNeighborhood.org*

**EMAIL**