PROGRESS REPORT

Date: 　　　　/　　　/

**To the President of Sasakawa Health Foundation:**

\*Report must **NOT** exceed 6 pages.

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| **1. Organization Name:** |
| **2. Project Title:** |
| **3. Name of the Contact Person:** |
| **4. Overall Project Period: From Year/Month To Year/Month** |
| **5. Reporting Period: From Year/Month To Year/Month** |
| **6. Executive Summary** |
| **7. Progress of Planned Activities**  *Please report detailed progress of the planned activities in the order of the activity number on the budget sheet following the format of the example below. Please be sure to include the number of beneficiaries of each activity.*  *Example:*  *(1) Activity name: Educational activities in public schools*  *When: 15-17 June & 20-22 August, 2023*  *Where: Akasaka, Tokyo*  *Who and How Many: 15 schools; workshops attended by total of 300 high school students*  *How and What: 2 of SHF staff conducted two-our workshops at public high schools for correct knowledge of leprosy. We found out by survey we conducted at the end of the workshop that 50% of the students did not know about leprosy before but they could obtain proper knowledge by the workshop.* |
| **8. Grant Modification**  *If you need to modify your grant project, please describe it here.*  Category:  Scope of Project  Period of Project  Budget  Others  Details: |
| **9. Others**  *Please provide any other information we need to know such as significant change to organizational leadership, management, or grant management staff, etc.* |
| **10. Financial Summary**  *Please describe if there are any significant variances between proposed spending and actual spending.* ***Please submit a detailed financial progress report separately using the budget sheet.*** |