



Grant Reporting Calendar Template

A practical template for organizing reporting deadlines, submission details, and ownership across active grants.



1. Reporting Calendar

Grant	Funder	Report Name	Reporting Period	Due Date	Owner	Submission Method	Status
Youth Literacy Initiative	City of Brookfield	Quarterly Report	Apr–Jun 2025	Jul 15, 2025	J. Martinez	Grant portal upload	In Progress
Community Health Outreach	State Health Dept.	Quarterly Report	Apr–Jun 2025	Jul 20, 2025	T. Nguyen	Email to program officer	Not Started
Safe Streets Program	County Public Safety	Draw Request #2	May–Jun 2025	Jul 25, 2025	A. Johnson	Grant portal upload	Not Started
STEM After School	Private Foundation	Annual Narrative	Jul 1, 2024–Jun 30, 2025	Aug 15, 2025	K. Patel	Grant portal upload	In Progress
Environmental Education	EPA Region 5	Progress Report	Jan–Jun 2025	Aug 31, 2025	M. Lopez	Email to program officer	Not Started
Senior Nutrition Program	USDA	Final Report	Oct 1, 2023–Sep 30, 2024	Sep 30, 2025	R. Thompson	Grant portal upload	Submitted
Digital Skills Training	Workforce Board	Performance Report	Jul–Dec 2024	Oct 15, 2025	D. Kim	Grant portal upload	Complete



2. Suggested tracking fields

- Evidence required
- Reviewer
- Confirmation received
- Notes / follow-up
- Linked support folder



3. Calendar management tips

- Enter deadlines as soon as the award is received
- Assign one owner for each deliverable
- Track both submission and acceptance when needed
- Review upcoming deadlines at least monthly
- Flag open items before they become overdue



Helpful reminder

A reporting calendar should show what is due, who owns it, how it is submitted, and whether proof of submission is on file.



Organization: _____



Prepared By: _____



Review Date: _____



GrantableHQ helps organizations keep awarded grants organized from award setup through audit support.



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