



## Host Site Partner Status Report Form

**Due: December 1, 2024, March 1, 2025**

Complete the status report narrative questions below. After completing your narrative questions, save this document on your computer, and then submit the document via your Chesapeake Bay Trust Online account. You can access your account using this link [https://www.GrantRequest.com/SID\\_1520](https://www.GrantRequest.com/SID_1520).

### 1. Host Site Partner Mentor Information

Host Site Partner:	
Mentor Name:	
Climate Corps Fellow Name(s):	

### 2. Tracking Progress

To track progress of your Climate Corps Fellow’s/Fellows’ Work Plan and present a comprehensive picture of their success in the program please hold a meeting with your Climate Corps Fellow(s) to review and refine the Work Plan and update the Status Column. Once complete, provide a shareable link below (click on the blue Share button in the upper right corner and then click Copy Link in the Get a Link section).

Updated Work Plan Link: [INSERT HERE]

### 3. Program Evaluation

- Describe the greatest success and biggest challenge during the reporting period. What is your plan to address the challenge?
- Does/Do the Climate Corps Fellow(s) meet your expectations? If not, what is your plan to address the issue?
- Is the program progressing as anticipated? If not, what mid-course corrections should be applied, if any?
- Is there any additional support you need or would like from the Trust? If so, please describe. Be honest, remember we want to help!

***Please upload and/or send the Trust ([stolliver@cbtrust.org](mailto:stolliver@cbtrust.org)) photos of your Climate Corps Fellow’s experience as well as any products they have created, blogs they have written, or news articles that mention them or their work.***

#### **You are required to submit this report online. Directions for submitting online:**

- After completing your narrative questions, save this document on your computer and then submit the document via your Chesapeake Bay Trust Online account.

2. Sign into your account using this link [https://www.GrantRequest.com/SID\\_1520](https://www.GrantRequest.com/SID_1520) and the same username and password as when you applied.
3. Once signed in click on the Requirements tab.
4. If you do not see your requirement, use the dropdown on the right and in the middle of the page to shift between “Show: New” and “Show: In Progress”.
5. You should see below the yellow bar your Status Report link.
6. Click on the Status Report link and follow the instructions.
7. Once complete, click Submit & Review and make sure you have uploaded and entered all of the necessary information.
8. If so, click Submit.

To confirm your requirement was successfully submitted use the dropdown to shift between “Show: In Progress” and “Show: Submitted Requirements”.

**DISCLAIMER:** By submitting photos and videos in your report, you are acknowledging ownership and copyright of the photos and videos submitted. The copyright will remain with the photographer; however, the Trust reserves the right to publish all items in publications, websites, advertising and promotional materials. You also confirm that you have written consent from all subjects in the photos/video submitted including if any subjects are minors under the age of eighteen.