

Milestone-Based Disbursement Report

Project Title: Sample Infrastructure Upgrade

Grant/Contract No.: CN-2024-1810

Reporting Period: Jan 01, 2024 – Mar 31, 2024

Prepared By: Jane Doe

Date Prepared: Apr 05, 2024

Milestone Completion Summary

| Milestone No. | Description | Target Completion | Actual Completion | Status |
|---------------|-------------------------------|-------------------|-------------------|-----------|
| 1 | Site Preparation Completed | Jan 31, 2024 | Jan 29, 2024 | Completed |
| 2 | Materials Procured | Feb 29, 2024 | Feb 27, 2024 | Completed |
| 3 | 50% Construction Done | Mar 31, 2024 | Mar 28, 2024 | Completed |
| 4 | System Testing and Validation | Apr 30, 2024 | - | Pending |

Disbursement Details

| Milestone No. | Amount | Date Requested | Date Disbursed | Remarks |
|---------------|----------|------------------|----------------|---------------------|
| 1 | \$20,000 | Feb 01, 2024 | Feb 05, 2024 | Approved & Released |
| 2 | \$30,000 | Mar 01, 2024 | Mar 04, 2024 | Approved & Released |
| 3 | \$25,000 | Mar 29, 2024 | Apr 02, 2024 | Approved & Released |
| 4 | \$25,000 | - | - | Pending |
| Total: | | \$100,000 | | |

Summary & Comments

The project is progressing as per the scheduled milestones. All disbursements for completed milestones have been processed. The remaining milestone is pending completion and its subsequent disbursement will be requested upon successful achievement and reporting.

Important Notes

- Milestone-based disbursement ensures funds are released only after measurable progress is made.
- Supporting documentation is required for each milestone completion and related fund request.
- Delays in milestone achievement may result in postponed or suspended disbursements.
- Regular reporting and transparency enhance accountability throughout the project lifecycle.