

Grantee Final Report Due December 1, 2024

All information in **Bold** will be pulled from the Grant Application. All information in *gray italic* is additional information that will need to be filled out while completing the final report.

Project Overview

Applicant Business/Organization _____

Contact Name & Title _____

Phone & Email _____

Address _____

Project Name _____

Amount Requesting _____

Applicant Cost-Share Amount _____

Total Project Amount (Grant + Cost-Share) _____

Please review and answer the associated questions regarding actual results.

Project Narrative

1. Did you accomplish your project goals?
2. Provide a timeline of actual events as appropriate.
3. Please indicate if this is a new project, a project expansion or a continuing project. If this is not a one-time project, please describe any sustainability plans or efforts to continue the project past the funding year.

Project Budget

4. Did you work within the budget? Include an itemized budget along with any receipts and paid invoices.
5. List any unintended results that the program or project caused. These could include things like unexpected collaboration opportunities.
6. List any challenges encountered during the grant period that diminished your organization's ability to achieve the intended outcomes.

7. Please include a 100 to 200-word inspiring impact story and submit up to three (3) digital photos to the email (size 300 dpi or larger) along with consent for publication. We want to share the good news of your great work in our newsletter and on our social media!

8. Do you have any other comments or important information to share?

Signature

Date