

COMMUNITY RECREATION ENHANCEMENT GRANT

REPORTING REQUIREMENTS REFERENCE SHEET

FINAL REPORT DUE	SUBMITTED TO
30 days following the agreed upon completion date of the project.	Online using SmartSimple

Use this sheet to **help you prepare** for the online submission of your report.

ORGANIZATION CONTACT INFORMATION

Name of Organization: _____

Name of Project: _____

Amount Funded: \$ _____

Total Expended: \$ _____

*** Complete the Grant Tracking Budget Form provided to capture original submitted budget and actual amounts.**

1. **Project Result:** Did the project proceed as planned? Provide an overview of the project results.
If the project did not go as planned, please explain the variation.

2. **Success Measures:** How do you know the project contributed to the outcomes you identified in your application?

3. **Receipts:** Attach receipts for all expenditures related to the grant funded project expenses, ensuring they align with the originally submitted project budget.

4. **Volunteer Hours:** Please report the number and types of volunteer hours involved in the project.

REPORT SUBMITTED BY:

Note: All un-used funding will be returned to the City for reinvestment in other community recreation initiatives.

Groups are asked to provide 1-3 photos that depict the project results as outlined in the Photo Release included in the Letter of Understanding Agreement. i.e purchased equipment, images from an event, new policy, etc.

Signature: _____ Date: _____

Print Name: _____ Title: _____