**PASSAGES OF THE WESTERN POTOMAC HERITAGE AREA**

**INSTRUCTIONS FOR CLOSING MINI GRANT**

**1. Once all grant activities have concluded, review the terms of the grant agreement to ensure that all activities and requirements have been met. Questions or concerns? Please call the PWPHA office.**

**2. If scope of work, timetable, or budget have changed, please contact the heritage area office *before* completing this final report.**

**3. Fill out this Final Report Form, including the budget, and submit it with any invoices, receipts, contracts and other agreements associated with the project. Receipts should be itemized and detailed indicating the connection to the grant (especially if it is a receipt that has none grant items included as well). We also request that you attach copies of any printed materials relating to the project, (i.e. a brochure, invitation, flyer, etc.) as well as any photographs of what your project ultimately was (i.e. signage, displays, an event, etc.)**

**4. Create an invoice for remittal of the Grants funds, indicating to what organization name the check should be made out, and the address to which the check should be sent. Send all these materials together to:** [**deidra.ritchie@maryland.gov**](mailto:deidra.ritchie@maryland.gov) **and cc:** [**nicole.gray@maryland.gov**](mailto:nicole.gray@maryland.gov) **.**

**THANK YOU!**

**FINAL REPORT for Mini Grant**

**Type or print all information. Answer the questions fully. Additional sheets may be used.**

**GENERAL INFORMATION:**

**Project Name**:

**Contact Name**:

**Address**:

**Telephone**: **Cell**:

**Email**:

**Date of Report**:

**1. Narrative Summary of the project. (Include specifics about the activities funded by the Mini Grant.)**:

**2. Describe and quantify the collateral materials resulting from the project (i.e.: publications, website, and signage)**:

**3. Provide the measurable data collected for the Mini Grant project including:**

* **How many visitors/participants? - compare to previous years if applicable**.

* **How was the project marketed?**
* **How was the information distributed?**

* **Survey results if applicable**

**4. Specifically describe the acknowledgement of the Passages of the Western Potomac Heritage Area and the Maryland Heritage Areas Authority and provide photo or print documentation of how the acknowledgement is displayed.**

**FINAL PROJECT BUDGET**

Complete the budget table below showing how the funds were spent **and matched** by the grantee. **Attach receipts/invoices including proof of payment (cleared check/credit card or bank statements) for purchased items and documentation of cash match.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **FINAL PROJECT BUDGET** | | | | |
| **Work Item (Description)** | **Mini-Grant Funds EXPENDED -Actual**  **(Max. $5,000)** | **REQUIRED**  **Cash Match EXPENDED**  **(The total in this column must match, or exceed, the total amount requested)** | **Additional Grantee project funding ($) if applicable** | **Total Project Cost ($)** |
|  |  |  |  |  |
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|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Totals |  |  |  |  |

|  |  |
| --- | --- |
| **Final Report Checklist** | **Initials** |
| Included Completed Project Schedule |  |
| Included Cash Match Proof of Payment (Invoices, Receipts, Bank Statements, Credit Card Statements) |  |
| Completed Project Budget & Actuals |  |
| Included printed materials showing PWPHA and MHAA Logos |  |
| Invoice for Mini Grant balance owed |  |

Certification:

As the President, Board Chair, Treasurer, or Executive Director of the undersigned organization, I am authorized to execute this final report on its behalf. I certify that all information contained in this report is true and accurate.

SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_

PRINTED NAME & TITLE: \_\_\_\_\_\_\_\_\_\_\_\_