***Ottawa County Community Foundation, Inc.***

**PROJECT FINAL REPORT FORM**

Your ***Project Final Report*** is due no later than **June 30, of the year following your grant award.** You may, however, submit your final report as soon as your project is complete. Use the attached ***Project Final Report***form to report your project successes and financial accounting. You may use as many pages as necessary to thoroughly report on your project.

Please call Mary Coffee (419-341-7400) with any questions.

Mail your completed ***Project Final Report*** to: OCCF, P.O. Box 36, Port Clinton, OH 43452.

***A Project Final Report of the grant-supported project is required as a condition of your grant. Failure to submit a Project Final Report may preclude your organization from future Ottawa County Community Foundation funding.***

**Lead Agency\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Project Title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Project Dates\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grant Amount\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Contact Person, Title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Signature of Authorized Representative of Grantee Date**

**PROJECT INFORMATION**

1. **Purpose of Grant**
2. **Outcomes and Activities** Describe completed activities, number of participants, evidence of achievement of project goals, how you evaluated your project, etc.
3. **Strengths & Limitations** Summary of what worked and what didn’t work.

**FINANCIAL INFORMATION**

1. **Line Item Financial Report** Summary ofIncome and Expenditures and specific use of grant funds.
2. **Financial Variances from Original Request** Explain any significant variance between proposed budget and actual income/expenses, if applicable.
3. **Other Income Sources** Describe other income sources used, if applicable.

**ATTACHMENTS**

1. **Significant Materials** Include copies of any printed materials developed for your project, if applicable.
2. **Publicity and Photographs** Include photos showing progress and/or completion of your project, preferably with people in the photos. Include publicity related to your project.