***OTTAWA COUNTY COMMUNITY FOUNDATION***

**PROJECT FINAL REPORT FORM**

Your ***Project Final Report*** is due no later than 12 months after you have received yourgrantaward. You may, however, submit your final report as soon as your project is complete. Please use this ***Project Final Report***form to report your project and financial accounting. You may use additional pages as needed. Please call us with any questions: Jan Preston (419.297.7838) or Mary Coffee (419.341.7400). Mail your completed ***Project Final Report*** to: OCCF, P.O. Box 36, Port Clinton, OH, 43452.

***Full financial accounting of the expenditures of your grant funds and a Project Final Report of the grant-supported project are 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.***

**PLEASE COMPLETE THIS INFORMATION:**

**Organization\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

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

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

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

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

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 **Signature of Authorized Representative of Grantee Date**

**Project Information:**

1. **Purpose of Grant**
2. **Activities** Describe activities, completed or uncompleted, number of participants.
3. **Outcomes** Evidence of achievement of project goals, how you evaluated your project.
4. **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. Attach additional page if necessary.

1. **Financial Variances from Original Request** Explain any significant variance between proposed budget and actual income/expenses, if applicable.
2. **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 in your final report.