

FINAL REPORT INSTRUCTIONS FOR GRANT AGREEMENTS *

Unless otherwise specified in the grant agreement, the Final Report is due within 60 days after grant funds have been spent, or 60 days after the contract end date, whichever comes first.

A Final Report consists of:

1. A detailed line-by-line list of grant expenses (in ATTACHMENT A format) corresponding to work elements in APPENDIX B of your Grant Agreement. See example.
2. A signed FINAL REPORT CERTIFICATION form.

Page 2 of Appendix C of your grant agreement provides additional details on final reporting requirements.

If any changes have occurred since the executed agreement, you **MUST** contact your Regional Grants Officer.

**FAILURE TO SUBMIT FINAL REPORTS MAY JEOPARDIZE
FUTURE GRANT PAYMENTS.**

*** If your program is for construction or is over \$50,000, your Final Report requirements will be different. Contact your regional grants officer.**

ATTACHMENT A - GRANT PAYMENT SUMMARY SHEET EXAMPLE

Project # PKS-08-XX-001

Payment Request Final Report

Project Name The Art Place

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Work Element from Appendix B of contract	Description of work, materials, services	Contractor/vendor/employee	Invoice/Bill #/Date	Check #/Date	\$ Amount Applicable To Grant
Salaries	Executive Director	Judith Smith	5/15/08-5/31/08	562/ 6/15/08	\$ 900
	Art Director	George Jones	5/15/08-5/31/08	Direct deposit	\$ 600
Subtotal					\$1,500
Operating Expenses	Office Rental	GM Real Estate	5/1/08-5/31/08	550/ 4/28/08	\$1,200
Consultant Services	Computer Tech	ABC Co	123/ 06/02/08	648/ 7/10/08	\$1,000
Performance Fees	Music	New City Quintet	5/15/08	548/ 4/28/08	\$1,500
	Dancers	Latin Group	5/15/08	549/ 4/28/08	\$1,500
Subtotal					\$3,000
Purchases	Computer	Best Buy	12986/ 05/25/08	602/ 6/30/08	\$1,200

Final Report Certification

Organization's Name: _____

Project Number: _____

This certifies that all required payment documentation, as required under the terms of the grant agreement, is on file and will be available for inspection upon request for a period of 6 years from the date of the STATE'S final payment, and that the figures are true and correct. This further certifies that all items listed are eligible costs (as listed in Appendix B of the grant agreement), and that the expenditures comply with the terms and conditions and are within the dates of the contract.

Certifying Officer

Date