

# Final Report Checklist - Grants in Aid

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Grant Cycle: \_\_\_\_\_

Organization: \_\_\_\_\_

Event Date(s): \_\_\_\_\_

The report must consist of the following:

- Administrator's Report:** A brief synopsis of the activities of the reporting period. This should include a statement describing activities, services, or programs provided, and any changes that have occurred during the reporting period.
  
  - Statistical Survey:** Include the number of participants in the organization's ongoing activities and/or events. Survey should also include, to the best of your ability, the demographic make-up of participants, i.e., residents, non-residents, and age groups (youth, teens, adults or senior citizens), and the source the data is based on.
  
  - Financial Report:** A financial statement that details how the City's grant monies have been expended.
  
  - City Recognition:** Provide proof of your organization's acknowledgement of the City's support in your promotional materials by means of the City logo.
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