Final Report Checklist - Grants in Aid

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.