EXHIBIT B
PROGRAM FINAL REPORT GUIDELINES

A final report is required to be submitted to the City within 30 days of Project completion. The final report should be a maximum of three (3) pages, 1.5 line-spacing, in a standard font (Times New Roman, Arial, or Calibri). Please include at least 10 photos; digital preferred. The City reserves the right to use photos, quotes, and/or testimonials associated with the awarded mini-grant.

- Please submit the final report, documentation, and expenditures to dgarduno@srcity.org within 30 days of the conclusion of the Project funded by the Community Advisory Board’s Community Improvement Grant Program. Below are the requirements for the final report.

- All forms can be found at https://srcity.org/cabgrants

Project Narrative: Provide a narrative about the Project and include the following:

- Numbers of participants
  - Number of people who participated in the planning of the project
  - Number of people who participated in implementing the project
- What was accomplished with this funding?
  - Describe the work that was completed and how the community benefits from the project
  - Describe any next steps that will take place
  - Please include description of matching funds or volunteer hours that were used.
- Highlight of successes, challenges, and opportunities for improvement

Reimbursement Request

- Complete and sign the Reimbursement Request Form provided by staff.
- Include all receipts with the Reimbursement Request Form. If you do not include receipts, you will not be reimbursed for the full requested reimbursement amount.