

## **INSTRUCTIONS FOR CLOSING MINI-GRANT:**

**1. Once all grant activities have concluded, review the terms of the grant agreement to ensure that all activities and requirements have been met. Questions or concerns? Please call the heritage area office at 410-222-1805.**

Mini-grants are reimbursable grants; funds must be expended for the funded project before grant funds are disbursed. After completion of project, grantee will submit to grantor a final project report, any invoices, receipts, contracts and other agreements associated with the project, printed materials relating to the project, and an invoice for mini-grant amount.

Grantee must use grant funds in accordance with the approved scope of work, budget and project schedule as stated in the grant agreement (or as agreed in communication with heritage area Executive Director). Modifications to the grant are permitted if the changes are approved by both parties in writing and conform with the original budget totals.

**2. If scope of work, timetable, or budget have changed, please contact the heritage area office before completing this final report.** (It is best to do this as soon as you realize that things have changed, but we do our best to be flexible with our grantees.)

**3. Fill out this Final Report Form, including the budget, and submit it with any invoices, receipts, contracts and other agreements associated with the project, as well as three copies of all printed materials relating to the project. Create an invoice for remittal of the Mini-Grant funds, indicating to what organization name the check should be made out, and the address to which the check should be sent. Send all these materials together to: FOUR RIVERS HERITAGE AREA, 44 CALVERT STREET, ANNAPOLIS, MARYLAND 21401-1930**

**THANK YOU!**

**FOUR RIVERS: THE HERITAGE AREA OF ANNAPOLIS, LONDON TOWN & SOUTH COUNTY**  
**44 CALVERT STREET, ANNAPOLIS, MARYLAND 21401-1930**  
**Phone: 410-222-1805; E-mail: Heritage\_area@aacounty.org**

**MINI-GRANT FINAL REPORT FISCAL YEAR 2012**  
**Type or print all information. Additional sheets may be used.**

**GENERAL INFORMATION**

Organization:

Address:

City:                      Zip:

Contact Name:

Telephone: Work :              Cell:                      E-mail:                      Fax:

**FUNDED ACTIVITIES:**

1. Please describe the mini-grant supported activities that took place during the grant period.
2. Specific date(s), time(s) and location(s) of programs(s) or exhibit(s): (Attach copies of brochures, reviews, press releases, programs, newsletters, images of exhibit, or other pertinent material.)
3. List all partnering organizations and their roles in the funded activities. Make sure to list all funders that contributed to this project.
4. Best Estimate of Number of Individuals Benefiting from this Mini Grant Project: (i.e. the total audience, participants, students, etc; if project is an exhibit, for example, please provide site visitation figures; for a program, please provide attendance figures. **If you share this project via posting materials on your website, or Four Rivers' website, please describe clearly.**)
5. How was the program, exhibit or brochure marketed? For example, if the mini-grant supported a brochure, how and where was it distributed? **If your project was shared online, please note page views and downloads as available.**
6. Indicate how Four Rivers Heritage Area has been acknowledged for its role in helping to fund this project (e.g., logo on printed material, on website, etc...).
7. Indicate how this project is consistent with interpretive themes and/or suggested programs, projects and activities in the heritage area Management Plan.

**FINAL PROJECT BUDGET:**

Please provide final project budget arranged in two columns relating the budgeted amount and the actual amount spent; indicate in-kind component and source of required 75% cash of your required 100% match. In-kind contributions (up to 25% of your 100% match may be in-kind) are services which ordinarily would be paid for by your organization but are being voluntarily contributed to help carry out your activities. These may include use of equipment, supplies, materials, and services, as well as volunteer services by non-professionals as well as a professional person (which may be claimed at his/her regular rate as long as the services rendered are reflect that professional's expertise.) Currently, the Maryland volunteer hourly rate for non-professional services is \$22.32.

**MINI GRANT PROJECT BUDGET FY2012**

*This budget is limited to the project activities supported by an approved heritage area mini grant; any changes to that budget must be approved by Four Rivers. You may substitute your own form.*

<b>Approved Mini-Grant Expenditures</b>	<b>Budgeted Amount</b>	<b>Actual Amount Spent</b>
<i>Examples: Design</i>		
<i>Printing</i>		
<i>Supplies</i>		
<b>Cash Match Expenditures ( specify source of funding below)</b>		
<i>Examples: Exhibit fabrication</i>		
<i>Exhibit opening event</i>		
<b>In Kind Expenditures</b>		
<i>Examples: Staff time (specify which staff, # of hours, hourly rate)</i>		
<i>Volunteer time (specify number of volunteers, number of hours, and rate)</i>		
<i>Materials</i>		
<b>TOTALS</b>		

**Please identify source(s) and amount of required 75% cash match (of 100% match for mini-grant -- cannot be from other state funds):**

**CERTIFICATION:**

As the **President, Board Chair, Treasurer, or Executive Director** of the undersigned organization, I am authorized to execute this final report on its behalf. I certify that all information contained in this report is true and accurate.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PRINTED NAME & TITLE: \_\_\_\_\_