



Local Government Final Report Form

Project Title: _____

Grant Agreement No.: _____

Grantee (Sponsoring Entity): _____

Contact Name and Phone No.: _____

Grant Amount: _____

Grant Program: Mini Grant LPOR Planning
 School Yard Special Initiative _____

GRANT AMOUNT REQUESTED: _____

CASH MATCH: _____

OVERALL MATCH: _____

TOTAL PROJECT COST: _____

PERCENT CASH MATCH*: _____

PERCENT OVERALL MATCH**: _____

REIMBURSEMENT OF GRANT IS MADE UPON PROJECT COMPLETION AND SUBMISSION OF THE FOLLOWING ITEMS. DESCRIBED IN MORE DETAIL BEGINNING ON PAGE 2:

- 1) A cover letter summarizing the scope of work completed and the project components implemented versus what was applied for and a discussion of your experience while completing the project
- 2) Approved Project Budget
- 3) Actual Expense Worksheet, signed by finance department
- 4) Copies of invoices***
- 5) Statements detailing the value of donated services/materials/equipment (in-kind)
- 6) Digital pictures of the completed project in use, with installed GOCO signage OR copy of the final plan
- 7) Designation of electronic funds transfer type (please select one below):
 - ACH transfer
 - Wire transfer
- 8) ACH or wire transfer instructions (based on your selection above) that you have received from your banking institution.

Please read the following statements, sign and date below to verify its accuracy.

1. The grantee is in compliance with the terms and conditions of the GOCO Grant Agreement.
2. All project documentation is true and accurate reflecting only those eligible costs incurred and paid to date as described in the project application approved by the Board. The grantee certifies that it has on file invoices, receipts, contracts, and/or proof of payment for the costs incurred and will maintain those records for inspection by GOCO or GOCO's auditors for a period of five years, in accordance with the GOCO Grant Agreement.

By: _____
(signature must be from the grantee organization)

Date: _____

Printed Name: _____

Title: _____

*Percent of cash match: **10%**

Percent of Overall Match: **25%

***For all cash expenditures over: **\$1,000** for Local Government, Planning, Special Initiative; **\$500** for Mini, Special Initiative, School

Final Report Instructions

1. **COVER LETTER** Please provide a letter with a detailed description of the scope of work completed and each project component implemented, and confirm that it is identical to what was proposed in the original grant application. If modifications of any size were made, you are required to discuss them. The cover letter also needs to do the following:
 - List challenges faced when completing this project
 - List tasks that were completed with ease and why
 - Indicate which vendors were easy to work with and why
 - Indicate which vendors were difficult to work with and why
 - List the materials were chosen to complete this project and why
2. **APPROVED PROJECT BUDGET** Submit a copy of the budget that was included with the signed grant agreement.
3. **PROJECT COMPONENT LIST** Please print and fill out page 3, which outlines the specifics of your project. This helps GOCO internally track project trend data.
4. **ACTUAL EXPENSE WORKSHEET** The actual expense worksheet is a financial breakdown of your actual expenses and assists GOCO staff in locating corresponding financial documentation within your report.

The Actual Expense Worksheet must:

 - Be presented in the template provided by GOCO. It is available at www.goco.org.
 - Track invoices in the order presented within the report.
 - Account for every GOCO-eligible cost associated with the project even though invoices for expenditures less than \$1,000 will not be submitted.
 - Be signed off on by a representative of the grantee's finance department.
 - Include only eligible project expenses as stated in the GOCO Local Government application. Ineligible items include: applicant and partner staff time, administrative, clerical or travel expenses, non-fixed assets (purchase of tools or equipment) and maintenance costs.

Description of Actual Expense Worksheet Columns:

 - **Invoice code:** include a label that corresponds to the labeled invoices and in-kind statements provided in the report. All invoices must be organized in the same order as presented on the actual expense worksheet.
 - **Vendor:** provide the vendor name as it appears on the invoice or the in-kind provider name as it appears on the statement.
 - **GOCO cash:** indicate the amount of that invoice that will be paid for by your GOCO grant.
 - **Grantee Cash Match:** indicate the amount of that invoice that will be paid for in cash by the grantee.
 - **Grantee In-kind Match:** indicate the amount of in-kind match provided by the grantee.
 - **Partner Cash Match:** indicate the amount of that invoice that will be paid for in cash provided by sources other than the grantee.
 - **Partner In-kind Match:** indicate the amount of in-kind match provided from sources other than the grantee.
 - **Total:** indicate the total amount of the invoice.
5. **COPIES OF INVOICES** Enclose copies of invoices for all cash expenditures over \$1,000. Do not submit invoices less than \$1,000. It is necessary that all invoices are labeled to correspond with the "invoice code" category on the Expense Worksheet. Please include project-related expenses only. You must identify project expenses from non-project expenses when an invoice incorporates both. **DO NOT INCLUDE COPIES OF CHECKS.**
6. **IN-KIND DOCUMENTATION** To demonstrate in-kind contributions of labor, materials and/or equipment, you must attached invoices or letters on letterhead from vendors identifying the value of donated items. If labor was completed, the invoice must include a description of the work completed, the number of hours worked, the rate per hour and a total. If equipment was used, the invoice must include the number of hours it was used, the cost per hour and a total. If a vendor provided a discount on labor, materials or equipment, the invoice that clearly notes that discount will suffice for documentation. For example, if a playground vendor provides a 10% discount on their services, highlight that 10% on the invoice and note it as an in-kind contribution.
7. **PHOTOS** Provide electronic photographs of the completed project in use with GOCO signage installed on a CD. To order free GOCO signs, download the Signage Order Form at www.goco.org or contact info@goco.org or call 303-226-4530.
8. **WIRE INSTRUCTIONS** All grant reimbursements will be sent to you via ACH or wire transfer, depending on your selection. Your banking institution's transfer instructions must contain the bank name, account name, account number, routing number, and any additional instructions. Your internal instructions or voided checks will not be accepted.

Project Summary

1. The grantee of this project acted on behalf of _____ (school or other ineligible entity)
2. The project is located at a: Local Park Pocket Park Regional Park
 School Fairground Other
3. Was a certified CYCA Youth Corps use? If so, which one? _____
4. This project employed _____ youth for (# of weeks) _____
5. Was another Youth Organization used in this project (FFA, Boy/Girl Scouts)? _____
6. This project: Constructed a new park Renovated existing amenities
 Replaced amenities Added new amenities

Project Components

Please read the following section carefully and identify each component of your project

1. **Aquatic Features:** Pool Splash Pad
2. **Environmental Education:** Community Garden Indoor Facility Natural Play Area
 Outdoor Classroom Viewing Deck/Wildlife Viewing Area Interpretive/Environmental Signage
3. **Skate Park:**
4. **Playground:** 2-12 years 2-5 years 5-12 years
5. **Sports Fields/Courts:** Baseball/Softball Field Basketball Court Multi-Use Field
 Soccer Field Tennis Court Multi-Use Rink/Court Volleyball Court
6. **Trail:** No. of miles: _____ Trail Linkage
7. **Planning:** River Corridor Plan Master Plan Site Plan Trails Plan