



*Documenting Democracy*

**FINAL REPORT** – Page 1 of 2

Due upon project completion (mail to above address no later than May 31, 2009)

<b>Agency Name:</b>	
<b>Grant ID:</b>	#07

Summarize the project, the situation it was intended to address, and the objectives:

Did the project meet its stated objectives? Compare the objectives to actual accomplishments. Include any problems or unexpected outcomes.

Was the entire grant award expended? If not, please explain.



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<b>Agency Name:</b>	
<b>Grant ID:</b>	#07

**Please itemize all expenses, and attach corresponding numbered invoice copies to this report:**

<b>Item #</b> <i>(write this # on the invoice)</i>	<b>Vendor Name</b>	<b>Description</b>	<b>Invoice Date</b>	<b>Amount</b>
1	Office Depot	Metal Shelving	12/1/07	\$859.22
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
<b>Total Grant-Related Expenses</b>				\$

**Interest Accrual** The Grant Agreement stipulated that “money must be deposited in an auditable, interest-bearing account. Interest received must be applied to the project, or returned to the Agency.” (OSOS) Please provide the following information:

- No interest accrued because monies were expended before grant funds were received.
- Interest accrued totaled \$ \_\_\_\_\_ and was applied to the project (documented above.)
- Interest accrued totaled \$ \_\_\_\_\_ and was not spent on the project.

Your final disbursement will consist of the remaining grant award *less* funds not used *less* interest accrued. If disbursed funds are owed to OSOS, the accrued interest must also be submitted with your final report.

**Signatures Certifying the Final Report** We hereby certify that:

- All of the information contained herein is correct to the best of our knowledge;
- The objectives of this grant were achieved;
- This report includes an analysis of each objective of this grant and an evaluation of the impact this grant has made on our agency services.
- \$ \_\_\_\_\_ has been used on grant-related expenses and \$ \_\_\_\_\_ of the amount originally awarded was not used, and the reasons are explained in this report.

Signatures: X \_\_\_\_\_ X \_\_\_\_\_  
 Name: Project Manager Name: Authorized Signatory Date \_\_\_\_\_