

Douglas County Heritage Conservation Council



**FINAL REPORT
2015 Natural & Cultural Heritage Grant Program**

Submit the completed Final Descriptive Report within 90 days of the grant period end date. In Part I, describe your project and accomplishments. In Part II, provide project financial information. Include grantee name and grant number on all pages.

Please type responses. You may submit the report via email to the Heritage Conservation Council (HCC) Program Coordinator, Jan Shupert-Arick at jshupertarick@douglas-county.com, or submit by mail to: Heritage Conservation Council, Douglas County Courthouse, 1100 Massachusetts Street, 2nd Level, Lawrence, KS 66044.

Date:
Grant #:
Grantee:
Contact Person:
Telephone:
Email:
Grant Period:

Provide response to the questions in Part I and Part II.

Any photographs documenting project work should be included and provided in digital format (preferably an "jpeg" file). Digital photo files may be submitted on a disc or thumb drive. Include grantee name and grant number on all pages and attachments.

PART I: Project Narrative

1. Provide an overview (150 words or less) that describes the goals of the project, the project design, and to what extent the goals were achieved. This may be used as a project abstract or summary for public information.

In one to two pages, continue your narrative by addressing the following points:

2. Briefly describe the major project activities.
3. Who were the key consultants and/or partner organizations, and what was the extent of their involvement?

4. Compare the actual accomplishments of the project with the project's goals and objectives as stated in your application and/or performance agreement. What indicator(s) were used to measure outcomes and achievement?
5. Describe any significant unanticipated events or circumstances that created delays or obstacles to project success, and summarize lessons learned during the course of the project.
6. Beyond the project's direct accomplishments, what was the impact on—or benefit—to your organization, your discipline/field, and/or community?
7. Did HCC grant funding help to secure additional support for your project? If so, please describe.
8. Outline any activities planned for the future that have been established to continue, maintain, and manage the project.
9. In what ways could we improve our service to you?
10. *Please include here any "human interest" stories or other anecdotal information about your project. You may also include relevant news clippings, brochures, or other evidence of your accomplishments including evidence of your acknowledgment of HCC support as attachments.*

Part II: Financial Information

The grantee is required to provide a full and complete accounting of the use of all grant funds. Itemize and total the budget for the project.

- Financial information should include income/expense statement information for the entire project, not just for the grant funds.
- List any additional funding you have acquired for this project.
- Copies of request for bids, copied of bids received, criteria and process used to select the contractor.
- Copies of In-Kind (Grantee) and/or Donated Services (Volunteers)
- Invoices with itemized records of eligible expenditures, including the cost of labor and materials.
- Approved tax credits (if applicable).

Part III: Attachments

- Include photographs or illustrations of the project in various stages, if appropriate. These may be submitted on a CD or thumb drive.
- Include representative materials prepared or distributed in relation to the project
- Include representative media coverage issued or received regarding this program.