

**Douglas County Heritage Conservation Council**



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

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

Date of Interim Report:
Grant #:
Grantee:
Contact Person:
Telephone:
Email:

Quarterly reports are required for grant projects awarded \$50,000 or more and which project duration is longer than six months, and when a second disbursement is not being requested.

An interim report is required when grant projects awarded over \$5,000 are requesting the second disbursement of funds. The interim report requesting a second disbursement is submitted in lieu of the quarterly report for grants of \$50,000 or more.

In addition to the report questions below, Interim Reports should address in the project narrative the following items (where applicable and if not furnished with the grant application):

- Building permits, zoning permits or other regulatory approvals
- Letter of determination from the State Historic Preservation Officer (SHPO)
- Changes in the make-up of the board of directors or other governing organization.
- Tax credit applications.

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 1: Project Narrative**

1. Describe accomplishments in this period. Compare actual accomplishments with goals established for the interim report period. Whenever possible, describe activities or services in both quantitative and qualitative terms.
2. If interim project goals have not been met, explain why, describe what steps have been taken to get the project back on schedule, and discuss the likelihood that the project will be completed by the expiration date of the grant.
3. Report the work that remains to be done.
4. Include other comments, anecdotal information and/or photographs that highlight project achievements or lessons learned in this period.

## **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.

## **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.

**REMINDER:** The Douglas County Heritage Conservation Council understands that unavoidable changes may occur during a project. If a change occurs in key project personnel (Authorizing Official, Project Director, grant-funded staff, or consultants), or a substantial change is contemplated in the project budget, scope, or schedule as described in the approved application, approval must be requested by the Authorizing Official as outlined in the performance agreement in a separate request to the HCC Program Coordinator and reviewed by the Heritage Conservation Council.