



# REPORTING REQUIREMENTS & CHECKLIST



## Final Report Cover Sheet

Project Director and Authorizing Official complete and sign.

## Final Narrative Report

Project Director should complete. In fewer than five pages, please thoroughly describe and evaluate project activities and their impact. Did proposed project activities take place as planned? Did the project meet original goals and reach intended audiences? What impact did the project have? Please also explain the specific impact of RICH funding: What did RICH support help you accomplish? Did our grant make possible something not otherwise possible? Please elaborate. Please share any specific stories about the impact of your project. If this was an independent research project, you should report your research results and findings. Finally, any lessons learned? What worked? Would you do anything differently? Attach summarized audience survey results and/or copy of independent evaluator's written evaluation if commissioned. Submit copies of final project products, project publicity, and press coverage.

## Final Financial Report

Authorizing Official or Financial Officer should complete. Please report *all* project expenditures on the Financial Expenditure Report Form *and* attach In-Kind Service Forms. You may copy these forms. You retain financial records and supporting documents; *do not send us receipts, sales slips, canceled checks*, etc. All expenditures of grant funds must be consistent with the approved project budget, and all expenditures should be recorded line by line according to the categories and items identified in the approved project budget.

## In-kind Service Form

Please distribute this form to in-kind/non-cash service providers for completion; then collect and submit this documentation of the in-kind/non-cash contributions reported in your final financial report.

## Final Payment Request

Final payment will be made once an accurate and complete Final Report is received, signed by the Project Director *and* Authorizing Official/Financial Officer. Also, submit to RICH a copy of your most recent audit report in accordance with OMB Circular A-133 if you expended more than \$500,000 in federal funds within a fiscal year. (Disregard if you do *not* expend more than \$500,000 in federal funds or if this information has been submitted previously.)