

City of Lansing Neighborhood Grants Grant Final Report



DUE AT THE END OF THE PROJECT/EVENT

A Final Report showing all expenditures is due within 7 days of the project completion date, or at the end of the extension date which should include **all original or scanned** receipts showing expenses.

Civic Organization: _____

Ward: _____

Project: _____

Project Lead Name: _____

Address: _____

Phone # and best time to call: _____

Email Address: _____

Fiduciary Name: _____

Phone # and best time to call: _____

Email Address: _____

Mini Grant: \$ _____ **Neighborhood Grant:** \$ _____

AMOUNT EXPENDED: \$ _____

1. Date and location the project/event was held:
2. Number of participants and attendees:
3. Brief description of the project and/or event, any measurable outcomes, or organization growth.
4. Send Final Report and all original receipts to: **Department of Neighborhoods and Citizen Engagement, 1220 W Kalamazoo, Lansing, MI 48915.**
5. Unspent funds must be returned to the Neighborhood Advisory Board via a check from the Project Fiduciary made payable to the Grant Program Fiduciary: **North West Initiative**.

ATTACH ALL THAT APPLY:

1. Include ALL original receipts for purchases and/or services received.
2. Rebates that require an original receipt may be scanned for submission with your report. **This only applies to rebate purchases.**
3. Copies of permits and permission letter(s) are necessary for the project (if applicable).
4. Electronic photos of the project or activity can be sent to delisa.fountain@lansingmi.gov.

SIGNATURE

DATE