



**SPECIAL PROJECTS  
GRANT PROGRAM  
FINAL REPORT**

REPORTING ORGANIZATION: \_\_\_\_\_

<b>For Office Use Only</b>	<b>Date</b>	<b>Initials</b>
Report Received		
Report Reviewed		

## Grant Reporting Guidelines

Organizations receiving grant funding from Gilliam County must complete a final expense and narrative report.

Grant reports must be submitted prior to being considered for future grant funding.

All grant reports should be submitted to the Gilliam County Treasurer's Office. Reports may be submitted in person at 221 S Oregon St, Room 204, Condon, OR, mailed to Gilliam County Treasurer, PO Box 55, Condon, OR 97823, or emailed to [kelly.smith@co.gilliam.or.us](mailto:kelly.smith@co.gilliam.or.us).

## General Information

Name of Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Grant Year: \_\_\_\_\_ Grant Amount: \$ \_\_\_\_\_

Project Start Date: \_\_\_\_\_ Project End Date: \_\_\_\_\_

Have the grant funds been fully expended?      Yes      No

If not, dollar amount of grant funds remaining: \$ \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Final Report Narrative

Please respond to each point below with 1-2 paragraphs. (limit 3 pages)

- I. Describe the general results of this project. Were the results achieved as expected? If not, why?
- II. How many individuals benefited from or participated in your project?
- III. Describe any significant variances of 10% or more between proposed and actual grant expenditures as outlined in the attached financial reporting spreadsheet.
- IV. Describe how your project or event provided benefits to Gilliam County in the strategic priority areas of economic development, cultural and historical preservation, community, or essential services.

## Financial Reporting (Attachment A)

Using the attached budget form, report actual grant fund expenditures using the same expense categories set forth in the proposed budget included in your original grant application.

## Optional Attachments

Final reporting may also include materials related to your grant funding such as pictures, brochures, advertisements, etc. (limit 4 pages/items)

## Feedback

Please include any questions, comments, concerns, or suggestions related to Gilliam County's Competitive Grant Program. We appreciate your honest feedback!