



# FREDERICK

## MAYOR'S OFFICE

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### **FY 2021 Community Promotion Grant: Interim & Final Grant Report**

#### **Grantee agrees to:**

#### **1. Submit an interim report on or before January 31, 2021**

- Report will be completed on a form provided by the City and will include:
- A description of program activities that have taken place to date
- An accounting of the expenditure of the Funds to date
- An evaluation of the project date
- Description of events that have had a significant effect on the project

#### **2. Submit a final report on or before July 31, 2021**

- Final report will be completed on a form provided by the City and will include:
- Discussion of the degree to which project objectives were achieved
- A description of any unanticipated effects of the project
- Full financial accounting of the expenditure of the Funds

*Please direct any questions and/or requests for additional information to:*

**Gayon Sampson, Executive Assistant to the Office of the Mayor**

Email: [gsampson@cityoffrederick.com](mailto:gsampson@cityoffrederick.com) | Tel: 301.600.3834

**REPORTING AGENCY INFORMATION**  
*(Should be the same as on IRS form 990)*

**Name of organization reporting** (should be the same as on IRS Form 990):

\_\_\_\_\_

**Dates covered: FROM** \_\_\_\_\_ **TO** \_\_\_\_\_

**Executive Director:** \_\_\_\_\_

**Phone/Email/Fax:** \_\_\_\_\_

**Contact person** (if different from Executive Director): \_\_\_\_\_

**Phone/Email/Fax/Mailing Address:** \_\_\_\_\_

**Project/Program Name:** \_\_\_\_\_

**Amount of Grant:** \_\_\_\_\_

**Purpose of Grant:** \_\_\_\_\_

**Have there been any changes to your organization's IRS 501(c)(3) nonprofit status since you were awarded this grant?** If yes, please explain:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I hereby certify that the above and attached statements are true and accurate.

**X**  
\_\_\_\_\_

(Signature Line w/ Date)

# GRANT REPORT FORMAT

## I. NARRATIVE

### A. Results/Outcomes

1. Please describe the progress made toward the stated goals and objectives related to this specific grant. (Please include those stated goals and objectives in your response.)
2. What difference did this grant make in your community or neighborhood and for the population you are serving? Please discuss evidence of effect (e.g., number served, demographic info, client satisfaction, survey results, pre- and posttest results, community indicators, outcomes, etc.). Note: If you have evaluation materials that document outcomes and impacts of your work, feel free to attach in lieu of answering this or other questions.
3. Were there any unanticipated results, either positive or negative, that you have not already described in A2 above? If yes, please describe the implications.
4. Describe collaborations, if any, related to the work funded by this grant and how it impacted your efforts?

### B. Future Plans

1. If you will be continuing this program, what are the plans for sustaining or expanding the program, including a future-funding plan? (For a general operating grant, please answer in terms of the organization.) If discontinuing the program, what factors led to this decision?
2. What plans do you have to communicate your outcomes and lessons learned with others?
3. If you have identified areas where increased collaboration between organizations or sectors would lead to increased positive outcomes for your constituents, briefly describe your ideas.

## II. Attach Year-End Financial (July 1-June 20)