

FINAL REPORT INSTRUCTIONS
for
Legislative Initiative Grants
administered through the
Office of Parks, Recreation and Historic Preservation

Unless otherwise specified in the Contract for Grants, the Final Report is due within 60 days after grant funds have been spent, or 60 days after the contract end date, whichever comes first. The final report must be submitted to your Regional Grants Administrator.

A Final Report consists of:

1. An accounting of all expenses in EXPENSE SUMMARY format,
2. A signed GRANTEE CERTIFICATION form, and
3. A brief narrative summarizing the project. If the project involved any type of work on building or grounds, include photographic documentation of the completed project. Any change in project scope from that described in Attachment C (Work Plan), **MUST** be approved by the State; contact your Regional Grants Administrator to discuss before submitting the Final Report.

See Attachment D (Payment and Reporting Schedule) for additional details on final report requirements.

**FAILURE TO SUBMIT FINAL REPORTS MAY JEOPARDIZE FUTURE GRANT
PAYMENTS.**

EXPENSE SUMMARY for Grant #_____

Project Number _____

Grantee/Contractor_____

Payment Request _

Project Name _____

Contract Period _____ to _____

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EXPENSE SUMMARY for Grant #PKS-11-NY-001

EXAMPLE

Grantee/Contractor The Art Place

Payment Request 1

Project Name MAYFEST

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Work Element from contract Appendix B	Description of work, materials, services	Contractor / Vendor / Employee	Invoice / Bill # and Date	Check # and Date	\$ Amount
Salaries	Executive Director	Judith Smith	4/15/11-4/30/11	#562 5/20/11	\$900
	Art Director	George Jones	4/15/11-4/30/11	5/20/11 Dir. Dep.	\$600
Salaries Subtotal					\$1,500
Operating Expenses	Office Rental	GM Real Estate	4/1/11 - 4/30/11	#550 4/29/11	\$1,200
Consultant Services	Computer Tech	ABC Co.		#648 6/10/11	\$1,000
Performance Fees	Music	New City Quintet	5/15/11	#548 4/29/11	\$1,500
	Dancers	Latin Group	5/15/11	#549 4/29/11	\$1,500
Fees Subtotal					\$3,000
Purchases	Computer	Best Buy	#1299a 4/10/11	#602 5/20/11	\$1,200
Rentals	Tent	XYZ Rentals	5/15/11	#551 4/29/11	\$800
	Sound equipment	Hi-Fi Sound	5/15/11	#552 4/29/11	\$900
Rental Subtotal					\$1,700
Printing	Flyers	PIP	4/15/11	#553 4/29/11	\$400
TOTAL					\$10,000