

XIV. Final Report: Instructions and Form

Either complete this form online at www.cslib.org/publicrecords/histdoc/grantforms.htm, where a copy of the form can be saved, filled in and printed for submission, or use a typewriter. Signatures must be in black or blue ink. If attaching additional pages, do not staple; please use paperclips.

Please note the following instructions:

- 1) **Name of Municipality:** Please use the format “Town of ____” or “City of ____.”
- 2) **Title and Name of Municipal Chief Executive Officer:** Include the appropriate statutory title for the head of the local government (e.g., Mayor, First Selectman).
- 3) **Designated Applicant Checkbox:** If the Municipal Chief Executive Officer appointed the Town Clerk as the applicant for the grant (as indicated on your application), check this box.
- 4) **Phone, FAX:** Please include area codes.
- 5) **Grant Award Number:** The grant award number can be found on your grant award letter and contract.
- 6) **Grant Cycle:** The cycle number can be found on your application.
- 7) **Grant Category(ies):** The grant category(ies) can be found on your application and contract.
- 8) **Expenditures:** Enter the amount spent for each line item. Amounts reported as expended must correspond with the amounts in the approved application budget. *Note:* Up to 10% of the total grant amount may be reallocated without prior approval. Funds may be reallocated among existing approved line items or transferred to the supplies or equipment lines for the purchase of eligible supplies or equipment, and must be expended by June 30, 2010. For further information, see Section XI of the *Guidelines*.
- 9) **Final Accounting:** Enter funds received, funds expended and any funds remaining unexpended (if none, enter “0”). For example, if you received a \$5,000 grant and expended the full amount, you would enter “\$5,000,” “\$5,000” and “0.” Grantees must return any funds not expended by June 30, 2010, to the Connecticut State Library with this report. Make checks payable to “Connecticut State Library.” Round off figures to the nearest dollar.
- 10) **Final Evaluation:** On the reverse side of the form or an attached page, answer the three questions, providing a narrative report about your grant. Please limit your evaluation to a maximum of two pages.
- 11) **Certification:** The grant applicant must sign and date the Certification. If the Town Clerk was designated by the MCEO (as indicated on the grant application), the Town Clerk must sign. If the Town Clerk was not designated, the MCEO must sign. If the individual who served as the applicant at the start of the grant has since left office, please note the change and have the individual currently holding that office sign the report. If not the designated applicant, the Town Clerk may prepare the form and sign it as the preparer.
- 12) **Mailing Instructions: The *Project Evaluation/Expenditure Report* must be submitted for receipt by September 1, 2010.** Grantees are encouraged to submit the form immediately upon the completion of their grants (that is, June 30 or earlier). Note that the form should be postmarked no later than August 20 to ensure receipt at the State Library by the deadline.

Failure to submit a completed *Project Evaluation/Expenditure Report* for receipt by the deadline may result in termination of the grant and the requirement that the town return the

full grant amount, as well as loss of eligibility for the next grant cycle. Grantees must notify the Office of the Public Records Administrator immediately if difficulties arise that could affect the timely completion of the *Project Evaluation/Expenditure Report*, as there is no statutory provision for extension of the filing deadline.

Include a copy of any consultant or vendor reports produced as part of the project, such as planning surveys and policy and procedure manuals (if applicable); a check for funds not expended by June 30, 2010, rounded to the nearest dollar, payable to “Connecticut State Library” (if applicable), and mail to: LeAnn Power, Public Records Grant Program Specialist, Connecticut State Library, 231 Capitol Avenue, Hartford, CT 06106.