

**Final Project Summary and Funding Report Procedure
(Submitted upon completion of the event, project or program)**

A required last step in this grant funding program is the submission of a final project summary and funding report by the funded organization at the conclusion of the event, project or program (or after the last disbursement of award funds, whichever comes first). Your report, due within thirty days after the project or funding has ended, should include the following items:

1. The Final Report Summary form (supplied by the Collin County Historical Commission)
2. A narrative report of the project
3. A detailed and comprehensive financial report including all receipts and expenditures for the funded project
4. Visuals of the project (i.e. photographs, videotapes, slides, etc.) and/or samples of all materials produced for the project
5. Final results and figures, including any evaluations done by the organization and/or project participants
6. Evaluation and future expansion of the project

The Final Project Summary and Funding Report should be mailed to the Collin County Historical Commission, 2300 Bloomdale Road, Suite 4192, McKinney, Texas 75071. It is also requested that the organization have a representative in attendance at the next scheduled meeting of the Collin County Historical Commission's Historical Organization Coalition after the submission of the final report.

**The Final Report Summary and Funding Form
Collin County Historical Commission Grant
Event, Project or Program**

Organization Name: _____

Funding Amount _____

Date(s) of Event, Project, Program _____

Location(s) of Event, Project, Program _____

Total Revenue: Budget - \$ Actual - \$
(including the funding award)

Total Expenses: Budget - \$ Actual - \$

Did you include the following line in all promotion, publicity and advertising? "This project is funded in part by the Collin County Historical Commission".

_____ Yes _____ No

If not, why not? _____

How successful was your event, project, or program in accomplishing the goals and mission of the Collin County Historical Commission?

_____ VERY SUCCESSFUL _____ SOMEWHAT SUCCESSFUL

_____ NOT SUCCESSFUL

Chief Administrative Officer:

Representative completing Form

Signature

Signature

Date

Date

Phone # and email

Phone # and email

Mailing Address

Mailing Address