**Grant Close-out Reporting**

This form is intended for small grants where no formal grant reporting from the funder is required. These are usually small foundation funded grants.

Name of Funder:

Date of Award:

Project Name:

Project Lead:

Synopsis of Project (2 or 3 sentences):

Goals/Performance Measures/Evaluation Items included in the grant and the final actual status of each item:

Timeline included in the grant application compared to the actual timeline for these key items:

Budget included in the grant application (by line item if applicable) compared to the actual spending included in the grant application (contact your business office grants accountant for assistance):

Other comments regarding the grant performance and timeline:

If a post grant implementation thank you note or press release is recommended, please work with your grants specialist on it (Shelley Esquivel or Deb Miller).

The completed form should be submitted to Grants Development office, attention the grants specialist associated with the grant application within 60 days after completion of the grant.