FY20 GOS Grants for Mid-Size Organizations Final Report Form

**This template is for your reference only. All final reports and materials must be submitted online through FluidReview. AHCMC cannot accept reports submitted by mail or email.**

**All required questions are marked with an asterisk.**

Submit this form no later than **Monday, August 31, 2020 at 11:59 p.m.** Please contact AHCMC staff if an extension is needed.

# Organization and Grant Information

Please verify that the information below is correct and make any changes if necessary.

**Organization Name**: *auto-populates (will not be able to edit)*

**Grant Agreement Number**: *auto-populates (will not be able to edit)*

**Grant Award**: *auto-populates (will not be able to edit)*

\***Address**: *auto-populates (will be able to edit)*

\***City**: *auto-populates (will be able to edit)*

\***State**: *auto-populates (will be able to edit)*

\***ZIP code**: *auto-populates (will be able to edit)*

### Contact Information

\***Contact Name**: *auto-populates (will be able to edit)*

\***Title**: *auto-populates (will be able to edit)*

\***Phone Number**: *auto-populates (will be able to edit)*

\***Email**: *auto-populates (will be able to edit)*

# Final Report Narrative

Please answer all questions addressing all operations, staff, Board, service to the community, programming, and financials.

**\*What were the organization’s major goals in FY20? Did your organization successfully achieve its goals?** **Include any DEIA (Diversity, Equity, Inclusion and Access) benchmarks met.** (2,000 characters max)

*Response.*

**\*Describe any significant successes achieved during the funding period. Please share evaluative metrics used and outcome data.** (2,000 characters max)

*Response.*

**\*Describe any significant challenges the organization faced during the funding period, including any obstacles initiated by COVID-19.** (2,000 characters max)

*Response.*

**Use this space for any additional updates you would like to share.** (2,000 characters max)

*Response.*

Match Documentation

Grantees must provide a one-to-one match for the grant award.

After completing this form, upload documentation of matching funds received to successfully submit the final report. Examples of appropriate documentation include a donation spreadsheet or copies of thank you letters sent to donors.

**The match must consist of at least 50% cash**. The match may consist of no more than 50% in-kind contributions.

Only use numbers in the amount columns, **do not** include symbols such as "$" or ","

### \*Cash Match

* Cash may come from any source **except** AHCMC and the Montgomery County Government
* Cash may include but is not limited to foundation, state, and federal grants, private donations, ticket sales, and member dues
* The match may be entirely cash

|  |  |  |
| --- | --- | --- |
| **Line Item** | **Description** | **Dollar Amount** |
|  |  | $ |
|  |  | $ |
|  |  | $ |
|  |  | $ |
|  |  | $ |
|  |  | $ |
|  |  | $ |
|  |  | $ |
|  |  | $ |
|  |  | $ |
| **Total Cash Match** |  | **$** |

### \*In-Kind Match

The match may consist of **no more than 50% of in-kind contributions**. In-kind contributions may consist of donated goods, donated services, and volunteers.

The value of in-kind contributions shown as income must be offset by in-kind expenses in the total budget. The value of in-kind goods and services must be documented with invoices, billing statements, and/or donation letters.

The value of volunteer time, other than as described below, must be recorded at no more than [$25.43 per hour](https://independentsector.org/news-post/new-value-volunteer-time-2019/).

* Professional services (i.e. attorneys, accountants) provided without charge are not volunteers. A service of this nature is an allowable donation
* The grantee must provide documentation about the normal hourly rate charged by the professional
* If staff donated time, the value of in-kind staff time must be documented in budget notes

|  |  |  |
| --- | --- | --- |
| **Line Item** | **Description** | **Dollar Amount** |
|  |  | $ |
|  |  | $ |
|  |  | $ |
|  |  | $ |
|  |  | $ |
|  |  | $ |
|  |  | $ |
|  |  | $ |
|  |  | $ |
|  |  | $ |
| **Total In-Kind Match** |  | **$** |

**Total Match**: $ {{*auto-populates (will be able to edit)*}}

**Must be equal to grant award amount**: ${{*auto-populates (will be able to edit)*}}

### Match Notes

**Please provide an explanation for the match, including hourly rates for volunteers or professionals.** (2,000 characters max)

**\*Signature of Authorized Representative for {{*name of organization*}}**:

By signing this form on behalf of {{*name of organization*}}, I certify that to the best of my knowledge, the information contained in this final report is accurate.

*Click and drag the mouse to sign.*

\***Name of Authorized Representative**:

\***Title**:

\***Date**:

After you hit "Save & Exit" on this page, be sure to complete the uploads and hit the blue "Submit Your Final Report" button on the next page!

Look out for an email from FluidReview confirming that the final report has been submitted. If you don't receive one, reach out to AHCMC Grants Staff immediately.

Uploads

\***Match Documentation**

* Grantees must submit documentation of matching funds received. Examples of appropriate documentation include a donation spreadsheet or copies of thank you letters sent to donors. Please refer to the guidelines for additional information.

Contact Karen Judson, AHCMC Grants Program Manager, at (301) 565-3804 or Karen.Judson@creativemoco.com with any questions about appropriate documentation.

\***Financial Statements**

* Please upload the organization's updated financials, which include the current fiscal year operating budget with actuals year-to-date, and current balance sheet.

Contact Karen Judson, AHCMC Grants Program Manager, at (301) 565-3804, or Karen.Judson@creativemoco.com with any questions about the financial statements.

\***Work Sample(s)**

* Upload at least one but no more than 3 sample(s), such as video, audio, visual, or a PDF with written works (i.e., creative writing sample, excerpt from a book chapter, research synopsis, etc., for literary and/or humanities work). The work sample(s) should reflect the best representation of the organization’s work.

**Additional Support Materials**

* Please upload any additional documentation to bolster the report. This may include programs, marketing/PR materials, and/or other documents that illustrate the organization’s work. We highly encourage grantees to submit documents that highlight the organization's success!