



## Mini Grant Final Report and Final Project Budget Expenditures

Title of Project: \_\_\_\_\_

Full Legal Name of Applicant (Organization): \_\_\_\_\_

Project Contact Person: \_\_\_\_\_

**Overview of completed project:** *(Describe your accomplishments; include enough detail to explain it to someone unfamiliar with your project, and include numbers, for example, people attending an event, theme and impact of event, number of brochures printed, contribution to the community and preserving heritage, etc.)*

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### **Project Checkoff List:**

1. Completion of Mini Grant Final Report and Final Project Budget Expenditures (pages 1 and 2).
2. Three copies of Final Project outcome (for example, a brochure) and/or photographs of completed final project or event. Please include:
  - o Project products like flyers, ads, programs, news releases, articles, etc.
3. Copies of expenditure invoices and receipts
4. Proof of use of the MHAA and HCCHA logos and credit line

### **Submission of Forms:**

**The “Mini Grant Final Report and Final Project Budget Expenditures” should be submitted both in hard copy and electronically if possible via email.** The electronic versions should be emailed to Linda Cashman at [linda@tourdorchester.org](mailto:linda@tourdorchester.org) by the specified deadline. The signed form should be submitted, along with the enclosures identified above, by the deadline to:

Heart of Chesapeake Country Heritage Area  
2 Rose Hill Place  
Cambridge, MD 21613  
Telephone: 410-228-1000

# Mini Grant Final Project Budget Expenditures

**Guidelines:**  
 Following the original budget shown in your grant application, indicate the final project expenditures attributed to each funding source (Mini Grant or Cash Match) in the table below. The Mini Grant must be matched with a cash match. The total in the Heritage Area Mini-Grant Expenditure column should be the same as the amount of the Heritage Area mini-grant award. *Note: Attach copies of all invoices and paid receipts for the completed project.*

This form must be signed and submitted along with copies of invoices/receipts and your Mini-Grant Final Report to the Heart of Chesapeake Country Heritage Area (HCCHA), 2 Rose Hill Place, Cambridge, Md. 21613. If you have questions, contact the Heart of Chesapeake Country Heritage Area office at 410-228-1000.

| PROJECT COST ITEM (e.g., line items from application budget, e.g., consultant, printing, research, etc.) | HERITAGE AREA MINI-GRANT Expenditure | CASH MATCH Expenditure | TOTAL Expenditure |
|--|--------------------------------------|------------------------|-------------------|
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| <b>TOTALS:</b>   |                                      |                        |                   |

**Comments/Explanations:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Name of Person Completing Form (please print or type)** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_  
**Phone Number** \_\_\_\_\_  
**Email Address** \_\_\_\_\_

**Name & Address of Person/Organization to Whom Mini Grant reimbursement check should be made:** \_\_\_\_\_  
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