

**PART A: Project In-Brief**

Project title:

\_\_\_\_\_

Grant number:

\_\_\_\_\_

Project director:

\_\_\_\_\_

Sponsoring organization:

FINAL BUDGET TOTALS	ACTUAL AMOUNT
UH Grant Funds Expended	1)
In-Kind Matching Documented	2)
Cash Matching Documented	3)
(Add lines 2 + 3)	
TOTAL	4)

List each program or activity (attach an additional sheet if necessary):

Location/City	Event or Activity	Speaker	Audience #

**PART B: Fiscal Report**

**Check the following statements that are true:**

- UH funds have been spent only as approved in the project budget.
- We have complied with any conditions/stipulations included in the grant agreement.
- Auditable financial records document expenditures of UH funds and cash match on approved project activities.
- In-kind contribution records indicate source, date, purpose, cost-bases, and dollar value.
- All records will be retained for 7 years from the closing of this grant.

-OVER-

**PART C: Project Narrative and Evaluation**

In at least ONE page address the following:

**A. Goals and Objectives:**

Describe the extent to which the project’s stated goals were served and their objectives achieved.

**B. Community Impact:**

What evidence can you describe of the impact of this oral history project on participants? What long-term impact do you think it will have on the community?

**C. Planning and Publicity:**

Describe the planning process, project activities and evaluation. Discuss how publicity was disseminated for the required public program component and attach publicity samples.

**D. Audience and Impact:**

Identify some highlights of the discussion among the participants. Please include a description of the interaction between those in the audience and between the audience and the presenter(s). What questionnaires or other means were employed to solicit feedback and what was learned?

**E. Strengths and Weakness:**

Comment on both strong and weak points of the project and how, given the benefit of hindsight, it might have been improved. (Generally, it is as important to know what went wrong with a project as what went right.)

**PART D: Signatures**

By signing and submitting this final report, we certify that the above and attached information is accurate and truthful.

\_\_\_\_\_  
Authorizing Agent / Date

\_\_\_\_\_  
Project Director / Date

\_\_\_\_\_  
Fiscal Agent / Date