# 

Blue Ridge National Heritage Area Grant Reporting Checklist



**This form must be submitted with interim and final grant reporting documents. Please be sure your report package includes** **the following:**

# Grantee Name:

Grantee Unique Entity Identifier (DUNS Number):

Project Title:

# A Completed Grants Program Interim or Final Report Form

A completed and signed Progress Report or Final Report Form is attached.

Project objectives and accomplishments are identified.

Description of preliminary indicators of the effectiveness of the project are provided.

Unexpected issues, lessons learned and next steps are outlined.

# Eligible Use of Funds

Receipts are attached for eligible expenses directly related to the project.

Sales and use taxes are not eligible expenses under this program and were not included for reimbursement.

Expenses that were paid for with other federal funds were not counted as matching contributions.

Receipts clearly demonstrate that funds were used for expenses directly related to the project.

# Grantee Payments and Reporting

A completed and signed Financial Report Form is attached.

Documentation of expenses to be reimbursed and matching contributions are attached.

Expenses or matching contributions are accompanied by source documentation of cost (invoice or receipt).

Mileage reimbursements include a breakdown of miles traveled, destinations, and reimbursement rate.

Payroll expenses are documented with a ledger showing expenses charged to the grant or counted as match.

Volunteer labor is documented showing hours contributed and equivalent hourly rate per individual.

# Photos and Design Documents (Copies attached)

Digital photos of progress on the project or the completed project including installed exhibits.

Final design documents including interpretive exhibits, if applicable.

# Publicity Requirements and Acknowledgement of BRNHA

Press releases or promotional materials developed in connection with the project.

Media coverage.

Copy of a letter to federal and state legislators notifying them of the grant award.

Name of Person Submitting this Packet

Signature Title

Date