#

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