



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 _____