LEHI CITY PARC CULTURAL ORGANIZATION FINAL REPORT

This document shares information about and questions for a Lehi City Cultural Organization Grant final report. This document **IS NOT** the final report and should only be used as a reference. The final report will be broken own into five parts: contact and organization information, project or initative report, financial report, acknowledgement to the PARC program, and council presentation.

FINAL REPORT DEADLINE

The final reports are due online by **11:59 P.M.** on Sunday, **October 31, 2027.** Final reports must be submitted through the Microsoft Form that was emailed to each applicant by this deadline to be considered. Final reports will not be considered complete until the Microsoft Form is submitted and all required documentation is emailed to parc@lehi-ut.gov. Failure to submit a final report may impede chances of receiving future grants.

REQUIRED FINAL REPORT DOCUMENTS

The following documents are required in addition to the final report. Any final reports submitted without these required documents **will not** be considered complete. All documents should be emailed to parc@lehi-ut.gov by the deadline.

1. Photos and/or examples of how the PARC Program was credited or acknowledged through digital or print media
2. Spreadsheet or document detailing how your PARC Grant funds were utilized during the grant year. All items must be qualifying expenditures and allowed under the PARC Policy guidelines. If PARC funds were used for personnel, detail how funds were used by position, including salary and benefits.

CONTACT AND ORGANIZATION INFORMATION

You are encouraged to answer the questions below on a separate document and then copy and paste your responses over to the actual final report form emailed to each applicant. Please take note that the online final report form **does not** have the ability to save and must be done in one sitting.

1. Organization Name
2. Organization Address
3. Organization Point of Contact
4. Contact Phone Number
5. Contact Email Address

PROJECT OR INITIATIVE REPORT

6. Was your organization able to complete the entire project as described in your grant application? **(Yes or No)**
7. ***(If yes)*** Describe your completed project or initiative

8. ***(If no)*** Describe your partially completed project or initiative
9. Did your project deviate from the project description as written in the grant application?
10. What is the estimated number of individuals served with the help of the PARC Grant funds? Explain how you came to the this number.
11. What is the estimated number of Lehi residents served with the help of the PARC Grant funds? Explain how you came to the this number.
12. How did you measure the success of your efforts?

FINANCIAL REPORT

13. How much were you awarded?
14. there any unexpended funds remaining? ***(Yes or No)***
15. ***(If Yes)*** Please list the amount of funds remaining
16. Do you understand that you are to send (1) a summary spreadsheet and (2) all invoices, timesheets, receipts, payment confirmations, proof of payments, etc., to parc@lehi-ut.gov detailing how awarded money was utilized for this specific project or initiative? All items must be qualifying expenditures and allowed under the PARC Policy guidelines. If PARC funds were used for personnel, detail how funds were used by position, including salary and benefits. ***(Yes or No)***

ACKNOWLEDGEMENT TO THE PARC PROGRAM

17. Describe how you gave credit to the PARC program as described in the agreement.
18. Do you understand that you are to send photos and/or examples to parc@lehi-ut.gov of how your organization gave credit to the PARC program through digital or printed media? ***(Yes or No)***

COUNCIL PRESENTATION

19. Do you understand that you are required to give a 3-5 minute presentation to the Lehi City Council? ***(Yes or No)***