



Lackawanna Heritage Valley Authority

538 Spruce Street, Suite 516, Scranton, PA 18503

Phone: (570) 963-6730 Fax: (570) 963-6732



Final Project Report

General Information: The Final Project Report is due within one month (4 weeks) after the end of the grant period, or when the project is completed. This is required for grantees in all grant categories: LHVA Partnership Grants, Sponsorship Grants, and Educational Mini-Grants. Please refer to the "LHVA Partnership Grants Program Guidelines" for instructions. The manual can be downloaded from www.LHVA.org under "Grant Management." Final Project Reports should include:

- A summary of project outcomes including any significant results and number of attendees
- A final financial report verifying all expenditures and Matching Funds and including copies of all receipts for final grant payment
- At least two (2) digital images of project and/or participants
- Three (3) copies of all final products produced as part of the grant.

The report should be submitted electronically to April Rogato, Executive Assistant, at arogato@LHVA.org. Copies of products may be mailed or dropped off at the LHVA offices.

APPLICANT:	LHVA GRANT NO.:	DATE SUBMITTED:
PROJECT COORDINATOR: (Name and title of person managing project)	EMAIL ADDRESS:	PHONE NUMBER:
APPLICANT MAILING ADDRESS: (Street, city, state)	ZIP CODE	FAX NUMBER:
PROJECT TITLE:	WEBSITE:	
PROJECT START DATE:	PROJECT COMPETITION DATE:	
TYPE OF PROJECT: (Check all that apply)		
<input type="checkbox"/> Community & Economic Development / Tourism Promotion <input type="checkbox"/> Educational Mini-Grant <input type="checkbox"/> Cultural Conservation / Historic Restoration <input type="checkbox"/> Interpretation / Place-Based Education <input type="checkbox"/> Environmental Programming / Trail Development		

FINAL PROJECT COST (Complete worksheets on pages 3 & 4 first)

A.	\$	TOTAL PROJECT COST (Cash & In-Kind/Volunteer Services)
Less	B. \$	VALUE OF IN-KIND/VOLUNTEER SERVICES
Equals	C. \$	DIRECT PROJECT COST (Line A minus B)
	D. \$	LHVA COST SHARE - AMOUNT YOU RECEIVED FROM
	E. \$	MATCHING FUNDS - AMOUNT OF ALL PRIVATE & PUBLIC MATCH FUNDS

1. Project Scope

- A. Summarize the project. Discuss honestly the project's strengths, its challenges, and how your organization or project team addressed those challenges.

- B. List and/or describe the final outcomes and products produced as part of the project (enclose three (3) copies of developed products and two (2) digital images/photos):

- C. Supply the following demographic information (estimate, if necessary):
The number of people directly impacted: _____
The number of people from underserved populations impacted (briefly describe): _____
The number of communities impacted: _____

2. Funding Goals of the Lackawanna Heritage Valley Authority

Describe how the project accomplished and/or enhanced one or more of the Lackawanna Heritage Valley Authority's five funding goals (use as much space as needed):

- 1. Facilitate partnerships and strengthen local capacity.**
- 2. Tell the story of the Lackawanna Heritage Valley.**
- 3. Preserve and enhance the physical character and economic vitality of Heritage Valley Communities.**
- 4. Improve the visitor experience.**
- 5. Reconnect communities and people to the Lackawanna River.**

3. Final Budget

3a. In-Kind / Volunteer Services

In-kind contributions are non-cash donations for the project contributed by the applicant or by a third-party. In-kind and volunteer services cannot be counted as part of the required cash match for a grant. Add additional lines as needed.

Description of Donated Goods or Services	Amount
TOTAL OF ALL IN-KIND & VOLUNTEER SERVICES Put in Line B-In-Kind/Volunteer Services on Cover Page	

3b. Matching Funds / Other Cash Sources

Demonstrate that the project had, at a minimum, dollar-for-dollar Matching Funds. Include all funding sources that went into the project with the exception of the LVHA grant even if it exceeds the amount of match estimated on the original application. Add additional lines as needed.

Source	Amount	Note whether the source is: "Federal", "State", or "Local" Government; or "Private"	Documented? Yes / No
TOTAL OF All MATCHING FUNDS Put in Line E on Cover Page			

3c. Project Budget.

Detail the project's final costs by type and dollar amount. Include calculations if necessary. Insert extra lines as needed.

Description of Expense	LHVA Cost Share	Matching Funds - Applicant Cost Share	Total Cost
TOTALS			
	Put total on "Line D-LHVA Cost Share" on Cover Page.	Put total on "Line E-Matching Funds" on Cover Page (should also match total from chart 3b on page 3)	Put total on "Line C-Direct Project Cost" on Cover Page.