



Community Cultural Grant Program
Grantee Agreement
and Final Report

GRANTEE AGREEMENT

Terms

The undersigned hereby agrees to abide by all of the guidelines described in the HRC Community Cultural Grant description and eligibility requirements, including the following:

1. Funded program/project will be executed as described in the grant application and meet all eligibility requirements as outlined in the grant guidelines. Failure to do so may result in forfeiture of funds.
2. All marketing materials and publicity will include acknowledgement of the Valparaiso Human Relations Council, HRC Community Cultural Grant and the City of Valparaiso
3. Upon the signing of this agreement, 50% of the grant award will be disbursed to the grantee. Grantee agrees to abide by all county, state, and federal reporting requirements for tax or other purposes. In addition, grantee agrees to complete all grant-supported programs within 12 months of receipt of first payment, and to furnish a completed Final Grant Report within 60 days of the conclusion of the funded project.
4. Any variation of 10% or more in the project budget requires approval of the grant committee before final funds can be disbursed.
5. Inability to come up with matching funds will result in a forfeiture of grant funding.
6. Failure to file a Final Report will result in the forfeiture of the second 50% of the funds granted to you and lessen your chances of receiving future grant funding.

Any grantee not adhering to the stated guidelines may have grant awards revoked and be required to pay back any funds already disbursed from the HRC Grant Committee.

Signed name

organization

date

FINAL GRANT REPORT

Summary

Please describe the project/program as completed:

Were there any significant changes to the activities, focus, or outlook of your organization as a result of this project?

What was the impact of the program? Please use actual attendance numbers, evaluation methods used (survey, attendee feedback, etc.), and any qualitative outcomes such as future plans/new partnerships, etc.

Please attach any publicity or marketing materials from the project/program:

FINAL PROJECT BUDGET

Expenses

ITEM	AMOUNT
Stipends or Booking Fees for outside personnel	
Space Rental	
Marketing/Promotion	
Supplies	
Other	
TOTAL	

Income

ITEM	AMOUNT
Donations	
HRC Grant Request	
Other Grants	
In-Kind	
Other	
TOTAL	

Please give a detailed explanation of the amounts above, including in-kind amounts and how the matching funds were raised or obtained:

email: HRCgrants@gmail.com

VALPARAISO HUMAN RELATIONS COUNCIL

Please include any additional notes or information that is relevant to the program and its outcomes: