

Neighborhood Grant Final Project Report

Neighborhood associations are expected to provide a final report upon completion of the project. Final reports for the 2021 award year are due on December 31, 2021, and starting with the 2022 award year, the final report is due no later than August 31.

Neighborhood Association Name: _____

Project Name: _____

Narrative of Project Completion. Please describe your final steps in completing the project. Does your project have any remaining follow up tasks? What has the neighborhood impact been so far? Be specific.

Please describe any challenges, obstacles or lessons learned from completing the project. If you could change something about any stage of the project, what would change? Be specific and transparent.

Please provide any feedback or suggestions for improvement on the grant process, including the application, review period, reporting, and funding processes.

Project Evaluation

	Satisfied	Somewhat Satisfied	Neutral	Somewhat Dissatisfied	Dissatisfied
Communication from the Office of Neighborhood Engagement	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Neighborhood association's project planning process	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Grant application process	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Fund distribution process	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Reporting process (including the progress and final reports)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Neighborhood involvement in completing the project	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
City involvement in completing the project	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Neighborhood association response to project completion	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
General neighborhood members' response to project completion	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please provide any additional information that may be relevant or helpful.

Please include the following attachments with your Final Project Report:

- Documentation of expenses paid, including receipts and invoices
- Volunteer Hours Log
- Photos of volunteer activity
- Photos of the project progress

Please note that you must schedule an exit interview and site visit with the Office of Neighborhood Engagement in addition to completing this form. To schedule your exit interview and site visit, please contact (254) 750-5774. The exit interview and site visit may be conducted at the same location at the same time if the location is appropriate for conducting an informal meeting. Site visits for events should be during the actual event.

Neighborhood President Signature: _____ **Date:** _____