

GGCHC Online Grant Final Report Form

Please use this form to submit your final report for a GGCHC grant or partnership. This form is required for funding. If you require assistance with submitting your form or have questions about the process, please reach out to bgriswold@gullahgeechecorridor.org.

: *required field

I. Contact Information

1. Name of Organization: *
2. Name of Contact Person: *
3. Email of Contact Person: *
4. Phone Number of Contact Person: *
5. Physical address of organization: *
6. Grant or Partnership/addendum number (please reference your contract for this number. Partners, please include the full partnership and addendum number found on the addendum for this specific project): *

II. Grant and Partnership Project Final Report Information

7. Please provide a description of what was accomplished with the support of GGCHC funding. This description will be used by the GGCHC on social media, on our website, other digital publications (blog posts/newsletters) and may also be used in other partner organization's publications/social media outlets/websites. (300 words max)

8. Please upload 2-3 pictures that best illustrate the work you accomplished with the support of GGCHC funding. This may be used by the GGCHC on social media, on our website, other digital publications (blog posts/newsletters) and may also be used in other partner organization's publications/social media outlets/websites. (***jpg, jpeg, png, 2MB max size***). *

9. If you have any videos you would like to share with the GGCHC to be used in social media, on the GGCHC website, YouTube Channel and other digital outlets, please upload the video to YouTube and share the link here:

10. Please submit copies of event announcements, press releases, posters, social media posts, etc. that show acknowledgement of GGCHC support for the project.

11. Final Project Budget.

Please upload completed [final report budget spreadsheet](#), converting the spreadsheet to a **PDF** before submission.

Please reference the [SAMPLE SHEET](#) and the budget included in your grant or partnership contract.

Please note that the expenses in the reimbursement and match categories **MUST** match the budget in your contract, **UNLESS** you have submitted a budget revision request to the GGCHC between the start date and end date of your project. Please note that the backup submitted (e.g. invoices, volunteer timesheets, copies of contracts, etc.) must match those required in your original budget.

***Reminder:** Applicants must provide at least the dollar-for-dollar match to be funded in whole for their project. Match must be from non-federal sources, which include: foundation or private-sector grants, the grantee or partner organization's funds, project partners, in-kind non-cash contributions from professionals and/or volunteers/staff (valued at \$32.00/hour, OR verified hourly rate for professionals - please note that timesheets **MUST** be signed by the volunteer) or any combination thereof. In-kind contributions may be labor directly related to the project, services, materials, equipment, supplies, and/or travel expenses necessary for project objectives. Purchases of real property, overhead & general administrative costs don't count toward match. Matching contributions must begin after the contract's start date and cannot be dated after the contract's conclusion.

III. Required additional uploads.

***Note:** Please convert all files to **PDF format** before uploading.

12. Grant and Partnership back up documentation (invoices, contracts, in kind forms, timesheets, etc.): Please upload all back up materials organized in the order they appear in your contract and final report budget. Please make sure the backup matches the required backup documentation in your contract. We encourage grantees and partners to combine multiple documents into one large file, though individual files may be uploaded. *