

# Final Report

To assist us with documenting all the park and trail improvements in the county, the Park District is asking that all grant recipients complete a final report before they receive reimbursement. **All parts of this report must be received before your reimbursement will be processed. This final Report will include the following items:**

- **Photos of completed grant project (preferably a before and after photo)**
- **Schedule Meeting with Park Staff after completing project to receive Grant Sign**
- **Photos of posted Pickaway Park and Trail Grant Sign**
- **Completed invoice with all receipts from project (see attached)**
- **Documentation of Published Project on social media, in local newsletter, on website and/or some other location/source**

Once you have completed your project please contact Arista Hartzler to schedule a meeting with Park District Staff to meet you out at your project site to take a group photo and receive the grant sign that will need to be posted by your project.

Please provide all photos to the Park District in a digital copy so that we can best document and share your project. You may email photos to [ahartzler@pickawaycountyohio.gov](mailto:ahartzler@pickawaycountyohio.gov), or bring them to the office on a flash drive.

We ask that you use the attached sample invoice as a template for your final invoice so that your reimbursement can be processed easily and efficiently. You can find a fillable invoice on our website at [www.pickawaycountyparks.org](http://www.pickawaycountyparks.org) in the Programs and activities Tab under Grant Program. Please be sure to have your fiscal officer sign the invoice and attach all receipts to the invoice before you turn in the final report. We also want to note that tax will not be paid by the county and should be removed from your receipts and total amount. Please also note that the total on your invoice should match the amount of the Grant you received (which can be found in your Grant agreement) and not the actual amount you spend. If you received funds through our larger Grant program, please note that you are also required to document your 10% local. You will need to fill in the match column on the attached invoice to reflect your local match.

Every grant recipient will need to share their completed grant project with the community in some capacity to complete this report. This could be by posting on social media (Facebook, Twitter, Instagram, etc.), on your entity's website, through your local newspaper, in a local newsletter or even by posting flyers in a public space (like your community billboard). We ask that you include that you received the funds through the Park Districts 2020 Park and Trail Grant Program on your post, article or flyer. We then request that you share a copy of what you have publicized by tagging the Park District (if in a social media post) and by supplying the District with a physical copy attached to your report.

**Please send ALL COMPONENTS of your Final Report to the office at 548 Lancaster Pike, Circleville, OH 43113 or through email to [ahartzler@pickawaycountyohio.gov](mailto:ahartzler@pickawaycountyohio.gov) before the November 1<sup>st</sup> deadline to receive reimbursement. You may also leave items in our drop box outside the office door.**

Please contact Arista Hartzler at 740-420-5451 with any questions or concerns.