



Storytelling Project: Final Report Form

Project Title:

Grant Agreement No.:

Grantee or Fiscal Sponsor:

Contact Name and Phone No.:

Storytelling Funding Amount:

Did GOCO make an advance payment of storytelling funding prior to completion of the project? Yes No

THIS FORM IS TO BE USED UPON STORYTELLING PROJECT COMPLETION, REGARDLESS OF WHETHER THE GRANTEE ALREADY RECEIVED AN ADVANCE PAYMENT OR IS SEEKING A REIMBURSEMENT OF COSTS INCURRED. PLEASE SUBMIT THE FOLLOWING ITEMS, DESCRIBED IN MORE DETAIL ON PAGE 2, TO ROSEMARY DEMPSEY AT rdempsey@goco.org:

- 1) Final project budget form
- 2) Copies of invoices/receipts for all cash expenditures over \$1,000
- 3) Explanation of staff time spent on this project, if any
- 4) A description of the completed project
- 5) A copy of the final project materials

FOR REQUESTED REIMBURSEMENTS ONLY:

- 6) Wire transfer instructions from the grantee's or fiscal sponsor's banking institution on the bank's letterhead

Please read the following statements, sign and date below to verify their accuracy.

1. The grantee is in compliance with the terms and conditions of the GOCO Grant Agreement.
2. All project documentation is true and accurate reflecting only those eligible costs incurred and paid to date as described in the project application approved by the GOCO Board. The grantee certifies that it has on file invoices, receipts, contracts, and/or proof of payment for the costs incurred and will maintain those records for inspection by GOCO or GOCO's auditors for a period of five years, in accordance with the GOCO Grant Agreement.

By: _____ Date: _____

Printed Name: _____ Title: _____

Organization: _____

1. **PROJECT BUDGET FORM** The budget form is a financial breakdown of your actual expenses. The form must:
 - Be presented in the template provided by GOCO. It is available at www.goco.org.
 - Track invoices in the order presented in the report.
 - Account for every GOCO-eligible cost associated with the project even though invoices for expenditures less than \$1,000 will not be submitted.
 - Include salary, taxes, and benefits for each staff person if staff time is included in the budget.
 - Be signed off on by a representative of the grantee's or fiscal sponsor's finance department or the person who does the accounting for the organization.

2. **INVOICES/RECEIPTS** Enclose copies of invoices or receipts for all cash expenditures over \$1,000. Please include project-related expenses only. If necessary, identify project expenses from non-project expenses when an invoice or payment incorporates both. DO NOT INCLUDE COPIES OF CHECKS.

3. **EXPLANATION OF STAFF TIME** If staff time is included in the budget, please explain how much staff time has been devoted to the various tasks associated with the project, specifically the number of hours, number of workers, rate per hour, etc. Remember that fundraising activities cannot be counted as staff time. If staff time is not included, you may skip this question.

4. **PROJECT DESCRIPTION** Please write a short summary of how you used your GOCO storytelling funding and what you produced. Evaluate whether the storytelling project was successful or helpful and why or why not.

5. **PROJECT MATERIALS** Please include copies of any materials produced as a result of this project.

6. **WIRE INSTRUCTIONS** All reimbursements will be sent to you via wire transfer. Your banking institution's transfer instructions must contain the bank name, account name, account number, routing number, and any additional instructions. Your internal instructions or voided checks will not be accepted.