**North Central Greenways Mini-Grant**

**Final Report Guidelines**

Your final report should accompany your final request for reimbursement and include a narrative description of your project, financial documentation goals and accomplishments, photographs, and any other relevant information.

This report should be organized as follows:

1. Narrative Description: Please include brief answers to the following questions:
	1. What was the project supposed to accomplish?
	2. What you actually accomplished and how it might have differed from your original plan?
	3. What were your successes and reasons for your success?
	4. What problems were encountered and how did you deal with them?
	5. How did your work contribute to the solution of the original problem(s)?
	6. What else (if anything) needs to be done to make this a “complete” project?
	7. What are your plans for disseminating the results of your work?
	8. How well did your spending align with you original budget in the grant request?
2. Please give a brief summary of the completed project suitable for sharing with the public.
3. Are there any technical reports that are applicable for inclusion with this report?
4. Please attach any and all Operation, Maintenance, and/or Replacement Plans you have for this project.