

The Opportunity Shop  
P.O. Box 161, Dubois, Wyoming 82513  
(307) 455-2900  
**Final Accountability Report (revised May 2023)**

**All successful grantees must file a final accountability report** after your organization completes your project. ***Please note:*** To be eligible to reapply for funds through the Opportunity Shop, previous grants must be closed out.

**Accountability Report Guidelines/Format**

Please use the following format when completing your final report. All final reports should be legible and include a financial report showing all grants funds going into and out of your account.

**SECTION 1, 2, and 3 MUST BE COMPLETED IN ITS ENTIRETY!**

**Section 1: Grantee Information**

**Organization:** the name of the organization or the name of the nonprofit, fiscal sponsor your group used to submit your proposal.

**Project title:** Name of the project as indicated on your application.

**Grant amount:** Amount of the grant issued to your nonprofit organization.

**Grant period:** Beginning of the grant period is the date your organization's receives funding. End of the grant period is the date your organization's final accountability report is accepted and considered closed by the Opportunity Shop.

**Report completed by:** Name of individual completing report.

**Telephone or email:** Contact information for individual completing report.

**Include the following statement with the signature of executive director or other authorized signatory:** *The information contained in this report, including all attachments, is accurate and complete.*

**Section 2: Narrative** Please provide detailed answers to the following questions.

1. What impact did this project have on the community? Respond relating to the goals and outcomes outlined in your original application.
2. Please include copies of any newspaper articles or pictures (if available) that relate to your project.

**Section 3: Financial Report** Include the attachments listed below.

1. Copy of all receipts pertaining to your project. Please highlight project expenditures on all receipts.
2. Income/Expense statement for every month money was spent for the project, along with actual bank and/or credit card statements to verify payment from your non-profit. Please highlight project expenses.
3. Should your organization NOT have a bookkeeping system, a copy of cancelled checks (front and back) along with coinciding bank statements must be provided.
4. Please include a reimbursement check with the final report for the balance of any unexpended funds from the grant. Checks should be made payable to The Opportunity Shop.