

The Opportunity Shop
P.O. Box 161, Dubois, Wyoming 82513
(307) 455-2900

Final Accountability Report

All successful grantees must file a final accountability report within one year from the date your organization receives notification of the grant award. Officially, this is the day your award letter is dated.

Please note: To be eligible to reapply for funds through the Opportunity Shop, previous grants must be closed out which may mean submitting a final report in less than 12 months.

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.

Section 1: Grantee Information

Organization: the name of the organization or the name of the 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 agency.

Grant period: Beginning of the grant period is the date on your organization's award letter. End of the grant period can be calculated by simply adding 12 months to the award letter date.

Report due: This date corresponds to the end of the grant period.

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. Income/Expense statement for the completed project when grant monies are expended
2. 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.