



Overland Mountain Bike Club
Grant Recipient – Final Report

As a recipient of an Overland Mountain Bike Club grant, **you must complete a Final Report within 60 days of completion of the project.** You may use up to three pages to complete the narrative section of the Final Report. Please use a 12 – point font, an “easy – to – read” typestyle, and single – spacing. Be sure to address each point listed below. The Financial Information pages may be replicated in Excel, or similar program, if the format remains consistent.

Please complete the following information:

Grantee Organization _____

Project Title _____

Project Actual State Date _____

Project Actual End Date _____

If any contact information (address, phone numbers, personnel) needs to be changed, please indicate changes here:

Authorizing Signatures: The signatures of two separate individuals are required to certify that all information contact in this Final Report accurately represents the activities and financial expenditures for this project. Please sign in blue ink.

Project Director Title Date

Administrator/Director/Board President/Umbrella Title Date

NARRATIVE

Discuss the success and impact of your Overland Mountain Bike Club project(s). Please include information about the following:

1. Describe your completed project(s) and any follow-up activities you have planned. How were your goals and objectives for the project(s) achieved? How did your project(s) enhance the biking community on the Northern Front Range? What means of evaluation did you use?
2. Describe any changes from the project(s) proposed in your original application, and any unexpected problems that you had to address.
3. Describe how you recognized the grant from the Overland Mountain Bike Club.
4. Give us your comments, tell us your concerns, or offer suggestions related to this grant and the Overland Mountain Bike Club grant program.
5. Include copies, samples, or photos of any materials produced during your project(s). If applicable provide copies of your best digital photos of the project.

FINANCIAL INFORMATION

Provide information on all cash resources and in-kind volunteer labor required to complete the project. List and provide copies of receipts for expenses incurred as part of the grant project. Identify those items funded with the Overland Mountain Bike Club grant.

Please e-mail your completed Final Report to: grants@overlandmtb.org or through conventional mail using the address below.

Attn: Board of Directors
Overland Mountain Bike Club
P.O. Box 1543
Fort Collins, CO 80522-1543