



**City of Lansing, Michigan  
22<sup>nd</sup> Annual Mayor's  
Neighborhood Advisory Board  
2015-2016 Grant Program  
FINAL REPORT**



**DUE AT THE END OF THE PROJECT/EVENT**

A Final Report showing all expenditures is due by **Thursday, September 29, 2016**, or at the end of the extension date which should include all original receipts showing expenses.

**ORGANIZATION:**

**WARD:**

**PROJECT:**

<b>Contact Person Submitting the Request</b>	<b>Contact Person Administering the Project</b>
<b>Name/Title:</b>	<b>Name/Title:</b>
<b>Address:</b>	<b>Address:</b>
<b>Phone # and best time to call:</b>	<b>Phone # and best time to call:</b>
<b>Email:</b>	<b>Email:</b>

**GRANT AMOUNT:**

**STIPEND:**

**AMOUNT EXPENDED:**

1. Date and location the project/event was held?
2. Number of participants and attendees:
3. Brief description of the project and/or event, any measurable outcomes, or organization growth:
4. Send Final Report and all original receipts to: Andi Crawford, NRC, Neighborhood Empowerment Center, 600 West Maple, Lansing, MI 48906.
5. Usage of unspent funds must be approved by the Neighborhood Advisory Board.

**ATTACH ALL THAT APPLY:**

1. **Include ALL original receipts for all purchases and/or services received.**
2. Copies of permits are necessary for the project (if applicable).
3. Photos of the project or activity if possible.

\_\_\_\_\_  
**SIGNATURE OF ORG OFFICER**

\_\_\_\_\_  
**DATE**

**NOTE:** It is the responsibility of the grant recipient to complete this report. An organization or group will not be eligible for future grants if a final report is not completed on time. Contact a NAB Member prior to any changes in expenditures.