# Better Connections Grant Program

**Final Project Report Sample**

Use this document to review the Final Project Report questions and to prepare your responses. The Final Project Report Sample form should be submitted electronically no later than [DATE/TIME] to Jackie Cassino, Better Connections Program Manager, Jackie.cassino@vermont.gov.

# SECTION 1: ADMINISTRATIVE REPORT


## Project Finances:

*Please compile and attach required financial documentation using the Closeout Instructions form.*

## Total Funds Spent:

Enter the amount of your total funds spent, not to exceed the Total Project Cost in Grant Award Detail of the Grant Agreement.

## Source Match Funds:

Contributions from municipal staff or volunteer's time will not be accepted as the

match. (Unrequired contributions may be documented here as well.) *(500 character limit)*

## PROJECT SUMMARY:

Briefly describe the progress of your project from start to finish including any unexpected opportunities and obstacles. If applicable, explain any discrepancies between what was proposed and accomplished, referring to the Work Plan and Budget Summary (Attachment A of the Grant Agreement). (*4,000 character limit)*

**ACCOMPLISHMENTS:**

List the materials produced, events completed, processes in place, etc. Relate these to the Work Plan (Attachment A of Grant Agreement), accounting for all items listed in the work plan. Email (using the Closeout Instructions form) copies of all materials

(reports, plans, bylaws, etc.) created by this grant project*. (4,000 character limit)*

**SECTION 2: OUTCOMES**

**PUBLIC INVOLVEMENT:**

**a.** Describe the ways people participated in the grant project. *(2,000 character limit)*

1. **Approximate number of people involved in the project:** *Provide an estimate of the number of people engaged. Add up the number of board/commission/committee members who were involved, public meeting attendees, letters/emails received, volunteer helpers at events, participating members of partner organizations, etc. (Rough estimates are sufficient. The number will not be used to evaluate the performance of your project.)*

**COMMUNITY BENEFITS:**

How did the grant affect your municipality(s)? Please list the benefits to the community



**APPROVAL/ADOPTION FOLLOW-UP:** (skip to Implementation Actions if not a plan or bylaw project)

If your project was to approve or adopt a plan, bylaw, or other document requiring adoption was a final vote held within the grant period that led to adoption of the proposed document?

* + Yes No

If not, please predict a potential adoption date from the list below:

*<Dropdown options>*

* + - Within the next 6 months

* + - Within the next year
		- Within the next 2 years
		- The Town voted on adoption and it was not approved
		- Other

If the Town voted on adoption but it was not approved, why did it fail? *(1,000 character limit)*

## IMPLEMENTATION ACTIONS:

What will your next steps as a result of this grant project be? List next steps. *(2,000 character limit)*

EXAMPLES:

* Apply for funding to conduct the feasibility study recommended in the Town Plan
* Amend the bylaws to conform to the newly adopted Town Plan
* Conduct a series of individual and neighborhood meetings to obtain input and address concerns that arose in the process of amending the bylaws

**ADDITIONAL COMMENTS:** (Optional) *(2,000 character limit)*


# SECTION 3: PROGRAM FEEDBACK

Please answer the following questions to help improve the Better Connections Program. Choose N/A if you don't know or the question doesn't apply.

## Was information about the Better Connections program clear?

Information was: Excellent Good Average Poor N/A

## Was information readily available?

Availability was: Excellent Good Average Poor N/A

## Were Better Connections program staff helpful?

Staff support was: Excellent Good Average Poor N/A

**Were you satisfied with the consultant hired for the grant project?** If you are the consultant please do not answer this question

The consultant was: Excellent Good Average Poor N/A **Please offer any additional feedback:** (Optional) *(1,000 character limit)*