

Better Connections Grant Program

Close Out Instructions

The process of closing out your Better Connections grant will include submitting the forms/documentation as outlined below. The Local Project Manager is responsible for submitting the referenced documents.

Final Project Narrative:

- Complete and submit the Final Project Report Form.

Final Product:

- Submit one digital copy (pdf) of all final products.
- Final products should include evidence that the Better Connections Grant program is credited for funding on the product itself.

Financial Documentation:

- Submit summary ledger. Please use the summary ledger template or a similar model to provide an overview of all project related financial transactions.
- Submit copies of all invoices and receipts for project expenditures.
 - Invoices and receipts must demonstrate that all grant work was completed within the grant period.
- Submit copies of all canceled checks- OR- submit a detailed transactions report including date, recipient, check numbers, and amount. Report must be signed and certified by the Treasurer as a true and accurate report.
 - This documentation must demonstrate that all invoices have been paid by the municipality.

If GIS work was done with grant funds:

- Complete the GIS Data Form and submit it as a part of the final product package.
- If new data layers were created, submit new data layers along with the GIS Data Form.

All required documentation must be emailed to jackie.cassino@vermont.gov. If you have any questions about the closeout requirements please contact jackie.cassino@vermont.gov at 802-272-2368.