

GRANT-FUNDED PROJECT

End-of-Year Review Report Form

INSTRUCTIONS:

- This review is conducted by the College Grants Officer/Coordinator.
- The End-of-Year Critical Review is conducted at towards the end of the Fiscal Year (May/June) for the purpose of reviewing grant expenses, achievements against target, compliance with regulatory, reporting and evaluation requirements and identifying any problems or issues that may have occurred throughout the financial year.
- Recommended Action to be taken to resolve or correct any identified problems must be specifically described in #9 of this form, along with time frame for completion and party responsible for taking corrective action.

1. X GRANT CONTRACT FOUNDATION MOU

REVIEW DATE: _____

2. GRANTOR: _____

GRANT PROJECT TITLE

3. CONTACT NAME:_____ **CONTACT PHONE:** _____

4. GRANT PROJECT ADMINISTRATOR: _____

5. GRANT PERIOD: Start Date:_____End Date:_____

6. FINANCIAL:

Charge Centers/Chart Field:

Budget:

Expenses:

Percent of Budget expended/encumbered:

Grant Budget and Expenses Summary

- 7. STATUS IN ACHIEVING OPERATING PLAN GOALS, OBJECTIVES & ACTIVITIES** *(Briefly state goals, objectives and planned activities for each project in FY21 and status of accomplishment (%) accomplishment of each activity)*
- 8. STATUS IN MEETING COMPLIANCE REQUIREMENTS** *(Describe status of meeting compliance requirements (Use additional pages, as needed):*
- 9. STATUS IN MEETING REPORTING AND EVALUATION REQUIREMENTS** *(Describe status of meeting reporting and evaluation requirements (Use additional pages, as needed):*
- 10. GRANTS OFFICER/COORDINATOR FINDINGS & RECOMMENDATIONS** *(Be specific and detailed in describing problems/issues and corrective actions. Use additional pages, as needed):*

Prepared by:

GRANTS COORDINATOR	Signature	Date
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Reviewed/Approved By:

GRANT PROJECT DIRECTOR/ADMINISTRATOR	Signature	Date
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GRANTS/FISCAL DIRECTOR	Signature	Date
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VICE PRESIDENT	Signature	Date
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CC: President
Vice President of Administrative Services