**APPENDIX G**

**GRANT-FUNDED PROJECT  
Grant Period Close-Out Report**

**INSTRUCTIONS:**

* The Grant Period Close-Out Report is prepared by the Grant Project Administrator and presented to the Grants Coordinator and the respective Vice President.
* The Grant Period Close-Out Report is prepared at the following time intervals:
  + 3-months prior to the close of the Grant Period.
  + Before the 15th day of the last month of the Grant Period.
* The Grant Period Close-Out Report is presented to the Grants Coordinator, along with a copy to the respective Vice President.

1. **GRANT: CONTRACT: FOUNDATION: MOU:   
   REVIEW DATE:**
2. **GRANTOR:   
   GRANT PROJECT TITLE:   
   CONTACT NAME: CONTACT PHONE:**
3. **GRANT PROJECT ADMINISTRATOR:**
4. **GRANT PERIOD:** Start Date: End Date:
5. **FINANCIAL:**

Amount Awarded:

Charge Center:

Percent of Grant Award Expended:

Percent of Funds Reimbursed:

Comments:

**provide the following documentation as attachments:**

1. **Status of Open Purchase Orders / Pending Invoices:**(Provide list of PO’s, outstanding amounts, pending/expected invoices)
2. **action plan** to complete all pending invoices.
3. **PROVIDE lIST OF** End of Grant Period Report(s), Evaluations, and Other Requirements due to be completed by End of Grant Period.
4. **ACTION PLAN** for addressing all Close-Out items not completed.

**Prepared by:   
GRANTS ADMINISTRATOR Signature Date**

**Reviewed by:   
GRANT PROJECT COORDINATOR Signature Date**

**Reviewed by:   
RESPECTIVE VICE PRESIDENT Signature Date**

**CC: President**

**Vice President of Administrative Services**