# **MSNHA Online Grant & Partnership Final Report Form**

Use this form – required for reimbursement -- for your final report for an MSNHA grant or partnership.

To submit, create your own text document using the format and headings from this form. (Copy and paste works well). Save completed document to your computer. Combine completed application form with supporting documentation as pdfs or images. Name that document YOURORGANIZATION NAME2025. Email to Terah Klein, business manager with the Center for Learning and Professional Development, at tklein@una.edu. Refer to Grant Guidelines for additional information.

 If you need help submitting your form or have questions about the process, email Terah Klein, business manager, at tklein@una.edu

Top of Form

***\*: required field***

**I. Contact Information**
 1. Name of organization: \* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 2. Name of contact person: \*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 3. Email of contact person: \*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 4. Phone number of contact person:\*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 5. Physical address of organization: \*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 6. Grant or partnership/addendum number. Grantees should reference your contract for this number. Partners should include the full partnership and addendum number found on the addendum for this specific project:\*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**II. Grant and Partnership Project Final Report Information**
 7. Describe what was accomplished with the support of MSNHA funding. This description will be used by the MSNHA on social media, on our website, other MSNHA digital publications (blog posts/newsletters) and may also be used in other partner organization's publications/social media outlets/websites. (300 words max) \*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 8. Upload & attach two-three pictures that best illustrate the work you accomplished with the support of MSNHA funding. We’ll use them on social media, our website and other MSNHA digital publications (blog posts/newsletters). They may also be used in other partner organizations’ publications/social media outlets/websites.***(jpg, jpeg, png, 2MB max size)***. \*

9. If you have any videos we can share on social media or our MSNHA website, YouTube Channel and other MSNHA digital outlets, upload the video to YouTube and share the link here: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

10. Upload & attach copies of event announcements, press releases, posters, social media posts, etc. that show acknowledgement of MSNHA support for the project. Such items may be added to the MSNHA institutional archive stored at the University of North Alabama.

11. Upload & attach completed [**final report budget spreadsheet**](https://msnha.una.edu/wp-content/uploads/2023/07/Grant-reporting-form-for-website.xlsx). Reference the [**SAMPLE SHEET**](https://msnha.una.edu/wp-content/uploads/2023/06/Grant-reporting-form-for-website-SAMPLE.pdf) and the budget included in your grant or partnership contract.
Note that the expenses in the reimbursement and match categories MUST match the budget in your contract, UNLESS you have submitted a budget revision request to the MSNHA between the start date and end date of your project. If you have done so, please include a copy of the email from the MSNHA approving the budget revision. Overmatch must be matched to the appropriate category of overmatch from your original budget. Additionally, backup submitted (e.g. invoices, cancelled checks, volunteer timesheets, copies of contracts, etc.) must match those required in your original budget. If volunteer time was submitted electronically through the MSNHA volunteer/consultant QR code, note this in the budget spreadsheet. \*

***\*Reminder:*** Applicants must provide at least the dollar-for-dollar match to be reimbursed in whole for their project. Overmatch from categories listed in the contract budget must also be provided if such expenses were incurred or in-kind contributions/volunteer time documented. Match & overmatch must be from non-federal sources, which include: foundation or private-sector grants, the grantee or partner organization's funds, project partners, in-kind non-cash contributions from professionals and/or volunteers/staff ($28.38/hour, $12.50/hour students participating as part of an enrolled-course assignment, verified hourly rate for professionals - please note that timesheets MUST be signed by the volunteer or submitted electronically through the QR code provided to the organization) or any combination thereof. In-kind contributions may be labor directly related to the project, services, materials, equipment, supplies, and/or travel expenses necessary for project objectives. Purchases of real property, overhead & general administrative costs don't count toward match. Matching & overmatching contributions must begin after the contract's start date and cannot be dated after the contract's conclusion.

**III. Required Additional Uploads**
 12. Upload & attach all back up documentation (invoices, contracts, gig sheets, cancelled checks, in-kind forms, timesheets, etc.) organized in the order they appear in your contract and final report budget. Make sure the backup matches the required backup documentation in your contract. We encourage grantees and partners to combine multiple documents into one large file, though individual files may be uploaded. \*

 13. Submit an invoice for reimbursement on your organization's letterhead. This total must match the total on your final report spreadsheet and the total in your contract with the MSNHA (unless project was under budget and the amount reimbursed is less than the contracted amount): \*

14. Upload & attach copies of the letters of support you sent as noted in the Publicity agreement.\*

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Bottom of Form