# Contact and Grant Information

* Grantee Library Name \*
* Name of Person Completing this Report \*
* Email \*
* Are you a rollover grantee from Round 1? \*
* Yes
* No
* Have you received a budget amendment during the course of the grant? \*
* Yes
* No

# Final Financial Report

* Form fields will populate based on whether you are a rollover grantee and/or have received a budget modification, as indicated above.
* Rollover grantees will have separate sections for Round 1 and Round 2 grants in each category.
* Grantees who received budget modifications will be prompted to submit the original budget amount. Please submit all budget modifications prior to completing the final report.
* All grantees will be prompted to enter the final budget amount. If you did not request and receive a budget modification, enter the approved budget amount from your award letter. If your budget was modified at any point in the grant, enter the current approved budget.
* All grantees will be prompted to enter the total grant expenses. This number should match the State Funds column total from the Detailed Financial Report. Do not include cash match and in-kind expenses.
* The final balance should be zero.

## Salaries/Wages/Benefits

### Round 1

* Original Approved Budget \* $
* Final Approved Budget \* $
* Total Expenses \* $
* Balance: $

### Round 2

* Original Approved Budget \* $
* Final Approved Budget \* $
* Total Expenses \* $
* Balance: $

Combined Balance $

## Consultant Fees

### Round 1

* Original Approved Budget \* $
* Final Approved Budget \* $
* Total Expenses \* $
* Balance: $

### Round 2

* Original Approved Budget \* $
* Final Approved Budget \* $
* Total Expenses \* $
* Balance: $

Combined Balance $

## Travel

### Round 1

* Original Approved Budget \* $
* Final Approved Budget \* $
* Total Expenses \* $
* Balance: $

### Round 2

* Original Approved Budget \* $
* Final Approved Budget \* $
* Total Expenses \* $
* Balance: $

Combined Balance

$

## Supplies and Materials

### Round 1

* Original Approved Budget \* $
* Final Approved Budget \* $
* Total Expenses \* $
* Balance: $

### Round 2

* Original Approved Budget \* $
* Final Approved Budget \* $
* Total Expenses \* $
* Balance: $

Combined Balance

$

## Equipment

### Round 1

* Original Approved Budget \* $
* Final Approved Budget \* $
* Total Expenses \* $
* Balance: $

### Round 2

* Original Approved Budget \* $
* Final Approved Budget \* $
* Total Expenses \* $
* Balance: $

## Services

### Round 1

* Original Approved Budget \* $
* Final Approved Budget \* $
* Total Expenses \* $
* Balance: $

### Round 2

* Original Approved Budget \* $
* Final Approved Budget \* $
* Total Expenses \* $
* Balance: $

Combined Balance

$

## Indirect Costs

* Original Approved Budget \* $
* Final Approved Budget \* $
* Total Expenses \* $
* Balance: $

## Budget Summary

### Round 1

Total Budget $

Total Expenses $

Balance $

### Round 2

Total Budget $

Total Expenses $

Balance $

## Detailed Financial Report

Please download the Detailed Financial Report form from the [Manage Your Grant page](https://www.library.ca.gov/grants/manage/#parks) and complete it for each grant.

* The State Funds column total should equal your approved budget.
* Excess costs can be reported in the Cash Match column. Expenditures can be split between columns to ensure that the State Funds column calculates accurately.
* Include all pertinent details in the description column. Examples: If you created adventure packs, outline/describe the pack contents; if you organized an event, include the date, location, and brief description.
* File Upload: Round 1 Detailed Financial Report \* Select a file
* File Upload: Round 2 Detailed Financial Report \* Select a file

# Final Narrative Report

* Project Description \*

Briefly describe your project. What did you do, with whom, and what was the result?

* Final Project Outputs \*

Example:
3 Nature Walks to State Parks
1 Birdwatching Workshop
5 Adventure Packs Created

* State any problems or concerns that you encountered during the project, including how you addressed them and lessons learned. \*
* Round 1: Great Stories and Anecdotes \*

Please share at least one great story or anecdote. These may be shared with stakeholders such as the California legislature and the First Partner's Office.

* Round 2: Great Stories and Anecdotes \*

Please share at least one great story or anecdote. These may be shared with stakeholders such as the California legislature and the First Partner's Office.

* How did you use equity, diversity, inclusion, and/or belonging in your implementation and/or evaluation? Include any changes from your application and/or mid-year report. \*
* Did you use the evaluation toolkit? \*
* Yes
* No
* Explain how you used the evaluation toolkit. Please include any key results and/or feedback. \*
* File Attachment: Evaluation Toolkit \*  Select a file
* Describe any additional steps you tool to evaluate your program. \*
	+ Please attach any relevant photos, publicity, program artifacts, links, or public comments.

File Upload  Select a file

File Upload  Select a file

File Upload  Select a file

File Upload  Select a file

* + I have obtained a publicity release for any photos included in the above attachments. \*
* Yes
* No
* Not Applicable
* Links or Public Comments
* Is there anything else you would like to share?

Thank you for participating in the Parks Pass grant program and for submitting your final report! For questions and support, please contact Cindy Zalog at cindy.zalog@library.ca.gov.