



GRANT ASSISTANCE PARTNERSHIP Project Evaluation

Neighborhood Association		
Project Activity		
Date Project Completed		
GAP Grant Funds Used:	\$	
Estimated Total Cost of the Activity (GAP funds and other sources)	\$	
No. of Persons Served		
Attendance records attached?	Yes	No
Photo's submitted?	Yes	No
Publicity attached? (newsletters, flyers, etc.)	Yes	No
Did the printed publicity note that the project was funded in whole or in part by the Grant Assistance Partnership ?	Yes	No

1. Please provide a brief summary of this activity:

2. Did you achieve the desired outcomes for this project? Why? Why not? Please reference and provide copy of section of strategic or neighborhood plan addressed.

3. List the groups that partnered with you on this activity, including hours volunteered, number of participants, contributions, and leveraged amount (\$).

Signature

Date



**GRANT ASSISTANCE PARTNERSHIP
EXPENSE REPORT and/or CHECK REQUEST**

Neighborhood Association:					
Project	Receipt Date	Vendor	Item Purchased	Amount Spent	ACTIVITY
				Total	
				\$	
			Total Spent	\$	
			Reimbursement Requested	\$	

_____ Please mail check. _____ Check will be picked up by _____

I certify that the above information is correct. Expenditures have been made according to the approved GAP budget.

Signature

Date



QUOTE INFORMATION

Please attach to Expense Report/Check Request as documentation.

Neighborhood Association:		
Please provide 3 verbal quotes for all expenses under \$1,500 and provide a reason why the preferred vendors were selected. If the expense is greater than \$1,500, please attach 3 written quotes.		
Expense 1	Expense 2	Expense 3
Type of Expense:	Type of Expense:	Type of Expense:
<u>Quote 1</u>	<u>Quote 1</u>	<u>Quote 1</u>
Vendor Name:	Vendor Name:	Vendor Name:
Amount Quoted:	Amount Quoted:	Amount Quoted:
<u>Quote 2</u>	<u>Quote 2</u>	<u>Quote 2</u>
Vendor Name:	Vendor Name:	Vendor Name:
Amount Quoted:	Amount Quoted:	Amount Quoted:
<u>Quote 3</u>	<u>Quote 3</u>	<u>Quote 3</u>
Vendor Name:	Vendor Name:	Vendor Name:
Amount Quoted:	Amount Quoted:	Amount Quoted:
Justification for vendors chosen:		
Expense 1 Description <i>(include item description, and provide photos)</i>		
Expense 2 Description <i>(include item description, and provide photos)</i>		
Expense 3 Description <i>(include item description, and provide photos)</i>		

Signature _____

Date _____

GAP EVENT ATTENDANCE RECORD

PROJECT NAME: _____

NEIGHBORHOOD ASSOCIATION: _____

PROJECT DATE(S): _____

NAME OF RESIDENT	ADDRESS