



## ***CMAB Final Report Instructions***

### **Interim Reports**

For a project whose completion date is more than six (6) months beyond the project starting date, the Grantee may be asked to submit to the CMAB at the mid-point of the project a narrative summary of the progress of the project to date and a financial report indicating project expenditures to date, the match raised to date, and such other information which may be requested by the CMAB. Failure to comply may result in termination of the grant.

### **Final Report**

Within 2 months of completion of the project, the Grantee shall submit to the CMAB a narrative summary and financial report for their project. The CMAB shall evaluate the narrative summary and financial report to determine whether the grant funds were used in accordance with the provisions of the original agreement and the project as described and that:

- The CMAB's share of the financial support of the project was not more than fifty (50) percent of the project cost;
- The major tasks to be funded by the grant funds were completed in a manner consistent with the project as described.
- That changes of \$500 or more to any line item in the project budget as presented in the original proposal are satisfactorily explained; and
- The Grantee complied with the terms of the agreement with the CMAB.

The CMAB reserves the right to require receipts to verify expenditures and may conduct random audits to verify the accuracy of expenses listed.

The Grantee is ineligible to apply for further funding from CMAB in any grant program if a final report for their previously received grant becomes overdue.

If you have questions about how to fill out your final report, please contact the CMAB office at 763-241-9517 or toll free at 1-866-345-7140 or by E-mail at [director@centralmnartsboard.org](mailto:director@centralmnartsboard.org)