Certified Local Government Grant
Federal Fiscal Year Report Format

Please provide the following information in your report:

1. **Administration**
   - Grant Recipient [CLG/3rd party administrator]
   - Project title
   - Project Coordinator (supervisor)

2. **Description**. List all work products as described in the approved Certified Local Government Grant Agreement and report on the status of each.

3. **Schedule**. Review due dates established in the project schedule and note any requests for revisions.

4. **Budget**. Present federal and non-federal expenditures incurred from project start date through September 30, 2009. List expenditure categories as shown in the grant agreement between your community/organization and the Ohio Historical Society.

<table>
<thead>
<tr>
<th>Expenditure Category</th>
<th>Budgeted Costs Per Grant Agreement</th>
<th>Costs Incurred From Project Start Date Through 9/30/09</th>
</tr>
</thead>
</table>

   See sample attached.

5. **Problems**. Explain any difficulties encountered during the administration of this CLG grant. If any conditions have developed that may alter the scope, budget, schedule, or projected completion date, please explain and enclose a request to amend the grant agreement accordingly.

6. **General Comments**. List any noteworthy comments on the progress or administration of the project.

7. **Signature**. Print the project supervisor's name and title. Have the project supervisor sign and date the report.
### 4. Budget

<table>
<thead>
<tr>
<th>Expenditure Category</th>
<th>Budgeted Costs Per Grant</th>
<th>Costs Incurred From Project Start Date Through 9/30/09</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel--In-kind</td>
<td>$1,350</td>
<td>$580</td>
</tr>
<tr>
<td>Personnel--Volunteer</td>
<td>300</td>
<td>120</td>
</tr>
<tr>
<td>Personnel-Cash [consultant]</td>
<td>8,000</td>
<td>3,500</td>
</tr>
<tr>
<td>Supplies</td>
<td>150</td>
<td>50</td>
</tr>
<tr>
<td>Printing</td>
<td>5,000</td>
<td>0</td>
</tr>
<tr>
<td>Photocopying</td>
<td>200</td>
<td>50</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$15,000</strong></td>
<td><strong>$4,300</strong></td>
</tr>
</tbody>
</table>

**Expense Summary:**

- CLG Grant to reimburse: $9,000 (reimbursed $1,000)
- Local Match: 6,000 (reimbursed 3,300)
- **TOTAL:** $15,000 (reimbursed $4,300)

**Sources of Local Match:**

- Personnel--In-Kind: $580
- Personnel--Volunteer: 120
- City general funds--cash: 2,550
- City material donation: 50
- **TOTAL:** $3,300

**Supporting documentation to enclose:**

1. Time sheets for in-kind personnel --signed by employee and supervisor.
2. Time sheets for volunteers -- signed by volunteer and project coordinator.
3. Invoices & canceled check(s) or bank statement showing check cleared for payments.
4. Invoice and proof of payment of supplies or other expenses.
5. Listing of number of photocopies made and rate charged.
6. For development projects, include photos of work-in-progress and of sign in place.