



Prince George's County Local Development Council Local Impact Grant report

All Local Development Council grant recipients are required to provide a mid-year report on January 31st and a final report due July 31st once all the funds have been expended. Please complete your responses, financial and narrative, within this word document. To submit, send via email to pgcldcgrants@co.pg.md.us with the subject line “[Mid-year or Final] report for [Organization name]”.

I. ORGANIZATION AND REPORTING INFORMATION

A. Legal name of organization (as it appears on your IRS Tax Determination Letter):

Federal Tax ID

Organization mailing address:

Organization contact:

Contact's position:

Contact's e-mail:

Contact's phone:

B. Type of report: Mid-year Final

Support type: General Project Capacity building Capital

Fiscal year:

Grant award amount: \$

Date received Local Impact Grant funds:

Organization fiscal year period: to

Reporting period: to

I certify that the information contained in this report, including its attachments, is accurate. I affirm that I am authorized to submit this report on behalf of the organization.

Executive Director (print)

Executive Director (signature)

Date

II. **FINANCIAL SECTION**

Fill out the budget column according to the application that you submitted. If you were awarded funding for Salaries & Wages, remember to complete the Salaries & Wages detail below. Please explain in detail any variances greater than 10%. If this is your Mid-year report, your line item variances should be within 10% of 50%. Double-click on the table below to start entering your budget and expenses information. The total budget should equal your award amount.

ORGANIZATION EXPENSES					
Item	Budget	Actual	Variance	% Variance	Explanation of variances
Salaries & Wages*					
Fringe					
Travel					
Equipment					
Supplies					
Printing & Copying					
Telephone/Internet					
Postage					
Rent					
Utilities					
In-Kind Support					
Depreciation					
Other (Specify)					
Total expenses					

* Salaries & Wages detail			
Employee	Position	FT or PT	Cost / hr
		Select one	
		Select one	
		Select one	
		Select one	
		Select one	
		Select one	

How many families received/ benefited from this grant? Specifically, break down the amounts per family/Prince George's County resident. \$ _____

III. NARRATIVE SECTION

Please answer the questions below within this document. Your narrative answers should not add more than 2 pages to this document. In other words, this document should be no more than 5 pages.

- A. Provide a summary of how you have spent the funds to-date. What specific, measurable outcomes have you received as a result of the implementation of this project? Please provide metrics regarding participation in your program and explain the impact the data/metric had/has providing services to Prince George's County residents.

- B. What do you consider to be the greatest strength(s) of your work? Provide examples. What do you consider to be the most important concern(s) – apart from finances – currently facing your organization or project? Provide a detailed analysis of your response.

- C. Describe any challenges you have encountered and your solutions. If possible, provide the timeframe, the challenge, the outcome and how you approached resolving the challenge.

- D. Describe your plans for moving forward. What if anything, will you do differently? Provide a strategy, a detailed timeline/milestones for your plan.