



Date Received:

**OFFICE USE ONLY**

## 2016-2017 Economic Development Grant Program FINAL REPORT

**THIS FINAL REPORT MUST BE RECEIVED BY THE CITY OF BRENTWOOD NO LATER THAN JULY 20, 2017**

This report encompasses project activity to date. This form should be completed and mailed to:

City of Brentwood  
Attn: City Manager's Office/Economic Development  
150 City Park Way  
Brentwood, CA 94513

Name of Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Project Name: \_\_\_\_\_

Project Location: \_\_\_\_\_

Length of Project: \_\_\_\_\_

Business License #: \_\_\_\_\_ and/or Non-profit ID # \_\_\_\_\_

Amount of Grant Awarded: \$ \_\_\_\_\_

Reimbursement Request: \$ \_\_\_\_\_

**The following documents must be included:**

Bank Statement(s) or Cancelled Check(s)       Copies of all Invoices       Budget with project

Copies of advertisements/marketing/publications – for this reimbursement period

**2016-2017 Economic Development Grant Program**  
**FINAL REPORT – Grant Evaluation Form**

All grant activities must be completed by June 30, 2017. The Final Report must be received by the City no later than July 20, 2017. Supplementary data and pictures may be included.

Instructions:

- Please type and double space report.
- Please answer all questions in the order listed.
- Please use headings as provided.
- Please submit one copy.

Checklist:

- Cover Sheet
- Narrative: 3-4 pages
- Photographs (at least 2)
- Marketing materials, newspaper articles, etc.
- Original Grant Budget and Completed Budget
- Expense Report
- All invoices, bank statements, proof of payment for all reimbursement expenses

If you have any questions or concerns, please call or send an email to:  
City Manager's Office/Economic Development – (925) 516-5400  
[Economicdevelopment@brentwoodca.gov](mailto:Economicdevelopment@brentwoodca.gov)

*Failure to return Evaluation Form will prohibit organization from receiving future grants from the City of Brentwood.*

---

I hereby certify that all of the facts, figures, and representations made in this report, including all attachments, are true and correct to the best of my knowledge.

Signature of Authorizing Official: \_\_\_\_\_

Date: \_\_\_\_\_

Typed Name and Title of Authorizing Official: \_\_\_\_\_

## **NARRATIVE REPORT**

*Your project was among a highly competitive pool of projects supported by the City of Brentwood this year. Please help us understand the impact of the Economic Development Grant Program funding on your project and how your project measurably helped advance the City of Brentwood's City Council Goals and Strategic Plan. In no more than three to four (3-4) attached pages, please address the following questions:*

1. Did the project align with the current City Council Goals and Strategic Plan? How?
2. Identify grant activities, timeline and results.
3. How was the funding used? Be specific and include a dollar breakdown of how the funds were expended and to whom. *Please provide a line item budget of proposed expenses versus actual expenses.*
4. Was the grant used to leverage funding from other corporations, foundations and/or entities? If so, describe your success by listing the additional funding sources and dollar amounts.
5. Did the grant enable you to meet your goals and objectives as outlined in your original request? Describe and quantify your results (include success stories and/or challenges faced). What instruments/tools were used to measure the results of your project.
6. Did the project help achieve positive publicity for Brentwood throughout the East Contra Costa region? How?
7. Did the project increase shopping and tourist activity in Brentwood and demonstrate maximum return on City's investment?
8. Please provide a breakdown of project attendance, if applicable.
9. Did the project build goodwill among local businesses and support the overall vibrancy and cohesion of the local business community?
10. Did the project support the City's overall economic development efforts? Did the project generate tax revenue, jobs, and other economic development efforts? Did the project support small business development?
11. Did the project reinforce the image of Brentwood as an attractive, family-friendly, high-quality community?
12. What are your plans for sustaining your project in the future?

Please include the promotional materials produced for your project using grant funding.