

Town of Eastham-Community Preservation Act Committee
Project Application and Information Forms
Community Preservation Act Grant
Final Report Guidelines

Pursuant to the standard condition of Eastham CPA Grant Agreements:
Within 60 days of the completion of the Project, the Grant Recipient shall submit to the Community Preservation Act Committee (CPAC) a written account of the use of the Grant Funds along with a short narrative of the completed Project. Any unexpended balance of the CPAC Grant Funds will be returned to the Community Preservation Fund.

DATE OF REPORT: _____

CONTACT PERSON: _____

PROJECT TITLE: _____

FISCAL YEAR APPROVED: _____

CPA PURPOSE:

Community Housing ___ Historic Preservation ___ Open Space ___ Recreation ___

FUNDING AMOUNT \$ _____ UNEXPENDED FUND BALANCE \$ _____

WRITTEN NARRATIVE ACCOUNT

- 1) Summary of what was accomplished
- 2) Future suggestions regarding the process
- 3) Budget Summary/ Spreadsheet/ including Proposal and actual expenditures
- 4) Photo documentation if applicable
- 5) No additional CPAC Funds will be requested by the applicant for this Grant

SUBMITTED BY:

(signature)

(printed name)

(position)

Final report and supporting documentation may be submitted to the Eastham Planning Department.