**Progress and Final Report Form**

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| **GRANTEE INFORMATION (to be completed by Grantee)** |
|  |  |  |
| **Reporting Period** |  | **Contract Information** |
|  |  |  |  |  |
| From: |      |  | Contract Ref# |       |
|  | *(date)* |  |  |  |
|  |  |  |  |  |
| To: |       |  |
|  | *(date)* |  |  |  |
|  |
|  |
| Grantee Name: |       | Project Title: |       |
|  |
| Project Contact Completing this Form: |       | Title: |       |
|  |
| Primary Telephone: |       | Email: |       |

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| **PROJECT SUMMARY** |
|  |
| 1) Please provide a detailed description of the project progress to date. For Downtown Revitalization Project Final Report: provide a detailed list of expenditures including the item and cost and attach copies of invoices/receipts for each expenditure paid with grant funds. |
|       |

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|  |  |       |
| **SIGNATURE OF CHIEF ELECTED OFFICIAL/AUTHORIZED REPRESENTATIVE** |  | **Date** |
|  |
|       |
| **TYPED NAME AND TITLE** |

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**Please e-mail completed form to** **reireports@commerce.nc.gov****.**