 COMMONWEALTH OF MASSACHUSETTS 

**MASSTRAILS GRANTS PROGRAM**

**Grant Close Out Form**

***This GRANT CLOSE OUT Form template is provided for reference purposes only.
All forms must be submitted electronically through the program’s online application portal.***

**SECTION I: GENERAL PROJECT INFORMATION**

1.1: **Primary Contact Name(s):**

1.2: **Primary Contact Email(s):**

1.3: **Primary Contact Phone:**

1.4: **Agency/Organization:**

1.5: **Grant Title:**

1.6: **Original Grant Award Amount:**

1.7: **Amended Grant Award Amount** *(if applicable)***:**

1.8: **Final Grant Spending:**

1.9: **Final Match Amount:**

1.10: **Project Scope:** *List the final project scope and highlight any approved changes since the grant was initiated (refer to Grant Initiation Form, Progress Report(s), and Amendment Requests.)*1.11: **Have all approved tasks been accomplished?**

1.12: **Site Visit Notes** *(including date of Site Visit)***:***Leave blank if a Site Visit has not been conducted by a MassTrails Grants Administrator.*

**SECTION II: GRANT COMPLIANCE INFORMATION**

2.1: **Land Ownership Summary:**

2.2: **Land Owner Permission/Public Access Assurance Summary:**

2.3: **Community Outreach Updates:**

2.4: **Historic and Archaeological Impact Summary** *(if applicable)***:**

2.5: **Wetland Permitting Summary** *(if applicable):*

2.6: **Massachusetts Natural Heritage and Endangered Species Program (NHESP) Summary** *(if applicable)***:**

2.7: **Other Permitting Summary:**

2.8: **Buy America Compliance Summary:**

2.9: **Accessibility Summary:**

**SECTION III: PROJECT NARRATIVE:** *Provide a complete and detailed narrative report on the project. Include all progress made, problems encountered, resolution to those problems, changes in expenditures or project scope, and the final status of the project.*

**SECTION IV: REQUIRED DOCUMENTS** \**Indicates required document for ALL grantees.
There is a 10MB limit for all uploads attached to the Grant Close Out form. If your documentation is larger than this file limit, please contact the MassTrails Grants Administrator to arrange an alternate means of submitting the information.*

**\*Upload Final Budget**

**\*Upload MassTrails Grant Project Summary Form:** *See the “****MassTrails Grant Project Summary Form”*** *on the MassTrails Grants website. This document must be submitted as a part of the Grant Close Out process. It is meant to summarize your grant project briefly and succinctly, as part of the annual MassTrails Grant Round Report submitted to the Governor’s Office. Please take care in summarizing, proofreading, and providing images which best depict the completed project. Note the two sections reserved for project photos and please insert images that you feel best depict the project in BOTH sections. If this is not filled out adequately, the document will be returned for updates and your grant close out process will be delayed.*

**Upload Supplemental Information for Project Archival Purposes**. *Include any updated project maps, final plans, drawings, photos, documentation of any of the above-referenced compliance, solicitations or bids/quotes for goods/services, which have not yet been submitted to MassTrails. Include any relevant information that tells the story of how this project has had an impact on the Massachusetts trail systems as a whole, from the community/local level to the statewide level.***Submit First Annual Equipment Report Online**: *If applicable, an initial equipment report is due at this time. Additionally, an equipment report is due once a year by December 31 for five consecutive years. Check with your Grant Agreement or Grants Administrator to confirm this requirement.****PLEASE NOTE THAT THIS IS NOT A FINAL REIMBURSEMENT FORM****. Do not attach your final request for reimbursement or any associated documentation to this report. Final reimbursements must be completed and filed separate from the Grant Close Out Form.*

**SECTION VI:** **SIGNATURES**

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**Grantee Signature Date**

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**Grantee Organization**

**MASSTRAILS GRANT ADMINISTRATOR APPROVAL OF CLOSE OUT**

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**MassTrails Administrator Signature Date**