 COMMONWEALTH OF MASSACHUSETTS 

**MASSTRAILS GRANTS PROGRAM**

**Final Report**

***This Grant FINAL Report 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: **Final Project Report:** *Provide a complete and detailed narrative final report on the project, limited in length to three pages, not including supporting materials. Include all progress made, problems encountered, resolution to those problems, changes in expenditures or project scope, and the final status of the project. Attach additional sheets as necessary. Attach any relevant photographs, final plans, or other documentation that helps to demonstrate the final status of the project and its impact on the Massachusetts trail system as a whole, from the community/local level to the statewide level.* ***THIS IS NOT A FINAL REIMBURSEMENT FORM****. Do not attach your final request for reimbursement or any associated documentation to this report.*

**SECTION II: REQUIRED DOCUMENTS** *\*Indicates Required document for ALL grantees*

**\*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 your grant Final Report. 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.*

**Upload Other Information as attachments to the FINAL REPORT** *(if applicable)***:**  *Includes any final project maps, plans, drawings, photos, documentation of any of the above-referenced compliance, etc., which have not already been submitted.*

**Submit First Annual Equipment Report Online**: *If applicable, the equipment report is due at this time once a year, for five years going forward. Check with your Grant Agreement or Grants Administrator to confirm this requirement.*