



DOUGLASS TOWNSHIP
EAST COVENTRY TOWNSHIP
LOWER POTTSBORO TOWNSHIP
NEW HANOVER TOWNSHIP
NORTH COVENTRY TOWNSHIP
POTTSBORO BOROUGH
UPPER POTTSBORO TOWNSHIP
WEST POTTSBORO TOWNSHIP

**POTTSBORO
METROPOLITAN
REGIONAL
PLANNING
COMMITTEE**



pennsylvania
DEPARTMENT OF CONSERVATION
AND NATURAL RESOURCES

2018-2021 Pottstown Regional Park Improvement Mini-Grant Program Grant Closeout Instructions

Municipalities who receive funds through the Pottstown Regional Parks Mini-Grant Program are required to submit a final project report upon completion of the funded project. The final reports are necessary to comply with auditing requirements as mandated by the Pennsylvania Department of Conservation and Natural Resources and the Auditor General of the Commonwealth of Pennsylvania. Please note that the submission of the final project report is required in order to receive the final 10% of your grant award for project expenses.

To successfully closeout your Pottstown Regional Parks Mini-Grant, you must complete the project report as stated in the grant contract agreement by submitting the following forms and information to the Pottstown Area Health and Wellness Foundation:

- **Project Success Story document** - The template for this document can be found electronically on the Pottstown Regional website: <https://pottstownmetroregion.com/mini-grant-program/>. This document should include information about the location of the project, total dollars invested, and a list of deliverables and partners. The grantee must also include photographs of the completed project, if applicable.
- **Final Payment Request Form** – This form can be found electronically at <https://pottstownmetroregion.com/mini-grant-program/>. Upon completion of the project and successful submission and approval of the closeout paperwork, the grantee will receive the final 10% of the grant award. As part of the final payment request form, grantees will be required to include the following information:
 - Budget/Summary Cost Sheet. A final project budget form that corresponds to project invoices and expenses.
 - All invoices and corresponding cancelled checks for the project. The grantee must show invoices and/or proof of in-kind labor or services as well as corresponding cancelled checks equal to the total stated cost of the project (including the required municipal 10% match).
- **Final Products:**
 - **Planning Grants**- Please provide a final plan, study, or product if applicable.
 - **Development Grants**- Please contact Craig Colistra to arrange a visit for final site inspection.

If you have any questions about this process please contact:

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Marley Bice, AICP, Montgomery County Planning Commission, mbice@montcopa.org