



**FY 19 Neighborhood  
Incentive Matching  
Grant Program  
Grantee Progress**

**Report**

**Purpose:** Neighborhood Organizations use this form to report progress of program.

**Instructions:** Complete all sections applicable.

**Grant Project Categories:** (Circle category that applies)

**Beautification  
Initiative**

**Neighborhood Improvement**

**Special Community**

|                      |                      |
|----------------------|----------------------|
| <b>Organization:</b> | <b>Program Name:</b> |
|                      |                      |

|                           |
|---------------------------|
| <b>Allocation Amount:</b> |
|                           |

| <b>Dates and amount of reimbursements filed during this period.</b> |                          |
|---|--------------------------|
| <b>Invoice File Date</b>  | <b>Amount of Invoice</b> |
|   |                          |
|   |                          |
|   |                          |

|   |  |
|---|--|
| <p><b>Please circle:</b></p> <p><b>Quarterly Report    Final Report</b></p> | <p>For grant awards under \$5,000, you must complete all questions under <u>Section D</u>. For grants of \$5,000 or greater, you must complete all questions under <u>Section E</u>.</p> |
|---|--|

| <b>Section A:</b> |                 | <b>Equipment Purchased during this reporting period. (If applicable)</b> |                         |                      |
|-------------------|-----------------|--|-------------------------|----------------------|
| <b>Equipment</b>  | <b>Quantity</b> | <b>Date Received</b>   | <b>Operational Date</b> | <b>Serial Number</b> |
|                   |                 |  |                         |                      |
|                   |                 |  |                         |                      |
|                   |                 |  |                         |                      |

| <b>Section B:</b>  | <b>Events for this Reporting Period (If applicable)</b> |                     |
|--|---|---------------------|
| <p>State the progress toward meeting any specific goals and objectives outline in your application and in the conditions award letter as it pertains to training and public information events (i.e. the number of events, the target group, number of Portsmouth residents in attendance). If evaluation sheets were collected, provide a summary of the comments made by participating Portsmouth residents.</p> |   |                     |
| <b>Event</b>   | <b>Target Group</b>                                     | <b>Attendance #</b> |
|  |   |                     |
|  |   |                     |
|  |   |                     |

| <b>Section C:</b>                | <b>Public Information and Education for this period. (If applicable)</b> |                        |
|----------------------------------|--|------------------------|
| Media Coverage:                  | # of TV Stations:  | Number of spots aired: |
|                                  | # of Radio Stations:   | Number of spots aired: |
|                                  | Number of Newspaper Articles:  |                        |
| Number of Materials Distributed: |  |                        |
|                                  | Brochures:   | Posters:               |
|                                  | Educational Items:   | Media Kits:            |
| Other Items (specify):           |  |                        |

| <b>Section D:</b>  | <b>Summary of Services Delivered for this reporting period for Grants under \$5,000</b> |
|--|---|
| <p>Complete the following and attach to this report:</p> <ol style="list-style-type: none"> <li>1. List and provide a brief summary of all activities conducted during this reporting period as it pertains to this grant period.</li> <li>2. State if the program is/was on schedule and what milestones have been met.</li> <li>3. List any circumstances that may have resulted in the program not meeting its objective or scheduled milestones.</li> </ol>  |   |
| <b>FINAL REPORT</b>  | For final reports, also complete the following:   |
| <ol style="list-style-type: none"> <li>4. Give an overview of accomplishments and how they impacted the Projected FY 2019 (Program) services listed in the Neighborhood Incentive Matching Grant Program (NIMGP) Grant Application.</li> <li>5. List any unique element that could serve as a model for other civic organizations' initiatives such as this one.</li> <li>6. <b>Please include before and after photographs of any neighborhood improvement, beautification or construction projects.</b></li> </ol> |   |

| <b>Section E:</b>  | <b>Summary of Services Delivered for this reporting period for Grants \$5,000 or above.</b> |
|--|---|
| <p>Complete the following and attach to this report:</p> <ol style="list-style-type: none"> <li>1. List and provide a brief summary of all activities conducted during this reporting period as it pertains to this grant period.</li> <li>2. State if the program is/was on schedule and what milestones have been met.</li> <li>3. List any circumstances that may have resulted in the program not meeting its objective or scheduled milestones.</li> <li>4. Did other organizations, businesses, safety groups, or volunteers' assist in accomplishing this initiative? If so, provide a brief summary of who they were, what were their responsibilities, number of persons that assisted, and dates of their involvement. (Do not provide individual names with this data.)</li> </ol>          |   |
| <b>FINAL REPORT</b>  | For final reports, also complete the following:   |
| <ol style="list-style-type: none"> <li>5. Give an overview of accomplishments and how they impacted the Projected FY 2019 (Program) services listed in the Neighborhood Matching Grant Program (NIMGP) Grant Application.</li> <li>6. Have your grant activities impacted the residents of your community? Provide documentation data of any measurements, surveys, or evaluation that provide verification of progress or success as a result of grant activities. (Do not provide individual names with this data.)</li> <li>7. List any unique element that could serve as a model for other civic organizations' initiatives such as this one.</li> <li>8. <b>Please include before and after photographs of any neighborhood improvement, beautification or construction projects.</b></li> </ol> |   |

|                                 |                             |
|---------------------------------|-----------------------------|
| Submitted By:                   |                             |
| Signature of Authorized Person: |                             |
| Authorized Person's Title:      | Date:                       |
| Reviewed by:                    | <b>City Office Use Only</b> |
| Signature of Reviewer:          | Date                        |