



Date Received:

**2021-2022 Economic Development Grant Program  
FINAL REPORT**

**THIS FINAL REPORT MUST BE RECEIVED BY THE CITY OF BRENTWOOD NO LATER THAN JULY 23, 2022**

This report encompasses project activity to date. This form should be completed and mailed to:

City of Brentwood  
Attn: City Manager's Office/Economic Development  
150 City Park Way  
Brentwood, CA 94513

Name of Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Project Name: \_\_\_\_\_

Project Location: \_\_\_\_\_

Length of Project: \_\_\_\_\_

Business License #: \_\_\_\_\_ and/or Non-profit ID # \_\_\_\_\_

Amount of Grant Awarded: \$ \_\_\_\_\_

Reimbursement Request: \$ \_\_\_\_\_

**The following documents must be included:**

- Bank Statement(s) or Cancelled Check(s)
- Copies of all Invoices
- Budget with project
- Copies of advertisements/marketing/publications – for this reimbursement period

**2021-22 Economic Development Grant  
Program  
FINAL REPORT – Grant Evaluation  
Form**

All grant activities must be completed by June 30, 2022. The Final Report must be received by the City no later than July 23, 2022. Supplementary data and pictures may be included.

Instructions:

- Please type and double space report.
- Please answer all questions in the order listed.
- Please use headings as provided.
- Please submit one copy.

Checklist:

- Cover Sheet
- Narrative: 3-4 pages
- Photographs (at least 2)
- Marketing materials, newspaper articles, etc.
- Original Grant Budget and Completed Budget
- Expense Report
- All invoices, bank statements, proof of payment for all reimbursement expenses

If you have any questions or concerns, please call or send an email to:  
City Manager's Office/Economic Development – (925) 516-5400  
[Economicdevelopment@brentwoodca.gov](mailto:Economicdevelopment@brentwoodca.gov)

*Failure to return Evaluation Form will prohibit organization from receiving future grants from the City of Brentwood.*

---

I hereby certify that all of the facts, figures, and representations made in this report, including all attachments, are true and correct to the best of my knowledge.

Signature of Authorizing Official: \_\_\_\_\_

Date: \_\_\_\_\_

Typed Name and Title of Authorizing Official: \_\_\_\_\_

## **NARRATIVE REPORT**

*Your project was among a highly competitive pool of projects supported by the City of Brentwood this year. Please help us understand the impact of the Economic Development Grant Program funding on your project and how your project measurably helped advance the City of Brentwood's City Council Goals and Strategic Plan. Please address the following questions:*

**Please include the promotional materials produced for your project using grant funding.**

1. Please describe the project/event in detail. Please include purpose of project/event, goals, location, date(s)/times, and other relevant information.
2. Did the project support the City Council's Goals and Strategic Plan or the City's overall Economic Development Plan/efforts AND how did the project promote a positive image and/or achieve positive publicity for Brentwood?
3. Did the project encourage or increase shopping and tourist activity in Brentwood?
4. Did the project build goodwill among local businesses and support the overall vibrancy and cohesion of the local business community?
5. Did the project reinforce the image of Brentwood as a high-quality community?
6. Did the project generate tax revenue, jobs, and other economic development benefits to the city?
7. Did project support small business development? If so, how?
8. How were the requested funds used? Was the project managed effectively? Did the management of the project demonstrating fiscal accountability? How did this project minimize the need for City funding and maximize the City's return on investment? What City services/facilities (if any) were required for your project?
9. How was the project marketed and advertised? Please be as specific as possible including targeted media and any partnerships or collaborative marketing related to your project (Marketing Plan)?
10. Was this a first time project/event (new, creative)? If yes, how was the project/event received?
11. Was the project/event Eco-friendly?
12. What are the plans (if any) for sustaining the project/event in the future?

Example Line Item Reimbursement Report

<b>Supplies/Materials/Equipment (itemized invoices)</b>					
			City Use Only		
Vendor	Description	Cost	Invoice	Proof of Payment	Approved
<b>TOTAL</b>		\$			
<b>Beer and Food</b>					
<b>TOTAL</b>		\$			
<b>Marketing</b>					
<b>TOTAL</b>		\$			
<b>Contractual Services</b>					
<b>TOTAL</b>		\$			
<b>TOTAL REIMBURSABLE EXPENSES:</b>		\$			