



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

**OFFICE USE ONLY**

**2025-2026 Economic Development Grant Program  
Final Report & Reimbursement Request Form**

**THIS FINAL REPORT MUST BE RECEIVED BY THE CITY OF BRENTWOOD  
NO LATER THAN 60 DAYS AFTER PROJECT/EVENT COMPLETION**

This report encompasses project activity to date. This form should be completed, signed, and sent with the accompanying attachments to:

City of Brentwood  
Economic Development Division  
[economicdevelopment@brentwoodca.gov](mailto:economicdevelopment@brentwoodca.gov)

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

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

Phone: \_\_\_\_\_

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

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

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

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

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

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

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

**The following documents must be included:**

Narrative Report

Event/Project Photos

Profit and Loss Statement

Copies of Marketing/Advertisements

## **2025-26 Economic Development Grant Program** **Final Report and Reimbursement Request**

All grant activities must be completed by June 30, 2026. The Final Report and Reimbursement Request Form must be received by the City no later than 60 Days after project/event completion. Projects held between May 11, 2026 and June 30, 2026 must submit the Final Report and Reimbursement Request Form no later than July 10, 2026. Supplementary documents and photos may be included as attachments.

### **Instructions:**

- Report must be completed ONLY using the form provided.
- Responses to questions in the Narrative Report must be included in the form provided.
- The Profit and Loss Statement must be completed using the form provided.
- Project/Event photos must be attached.
- Copies of Marketing materials/advertisements must be attached (3 max.)

\*Missing information may result in a delayed or denied grant reimbursement.

If you have any questions or concerns, please call or send an email to:  
City Manager's Office/Economic Development – (925) 516-5440  
[Economicdevelopment@brentwoodca.gov](mailto:Economicdevelopment@brentwoodca.gov)

*Failure to return the Final Report/Reimbursement Request and required documentation 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. Initial: \_\_\_\_\_

I acknowledge and agree to maintain complete and accurate financial records pertaining to expenses for which \_\_\_\_\_ is seeking grant reimbursement. The financial records will include, but are not limited to, invoices, receipts, bank statements, or other forms of payment verification. These records will be kept for a minimum duration of three years. I further understand that the City reserves the right to request these financial records at any time, and \_\_\_\_\_ is obligated to provide them upon such request.

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

(sign in blue or black ink only)

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.

Day/Time of Project/Event: \_\_\_\_\_

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

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

Estimated Number of Attendees or Participants: \_\_\_\_\_

1. Please describe the project/event and include the purpose of project/event, goals, and other relevant information. (1000 Character Max.)

2. What City services/facilities (if any) were required for your project? (500 Character Max.)

3. Did the project/event receive any Fee Waivers from the City?    Yes                      No  
If, yes what was the total amount received in Fee Waivers?

4. Please describe how the project/event met the Grant Requirements of business promotion and/or institutional advertisement for the City of Brentwood. (500 Character Max.)

5. Did the project/event generate measurable tax revenue or jobs? If so, please explain how and provide the data below. (500 Character Max.)

6. Was this a first time project/event (new, creative)?      Yes                      No  
If yes, how was the project/event received? (500 Character Max.)

7. Do you plan to apply for a grant next year?      Yes                      No

8. What are the plans (if any) for sustaining the project/event without the City's financial support in the future? (1000 Character Max.)

*\*This Profit and Loss Statement must be completed using only the space provided\**

2025/26 Economic Development Grant Program Profit and Loss Statement	
REVENUE	AMOUNT
Grant Award	
Sales (ticket sales, booths food/drinks, etc.)	
Sponsorships (donations, in-kind, etc.)	
City Fee Waivers	
Other Revenue	
<b>TOTAL REVENUE</b>	
EXPENSES	AMOUNT
Advertising/Marketing	
Contractual Services	
Materials	
Food/Meals	
Insurance	
Permits	
Office Supplies	
Rentals	
City Services	
Other	
<b>TOTAL EXPENSES</b>	
<b>TOTAL PROFIT AND LOSS (REVENUE - EXPENSES)</b>	

\*If project/event resulted in net profit, please explain how the funds will be used. (250 Character Max.)