



**City of Sunnyvale  
Neighborhood Grant Program  
2010/11  
Final Report Template**

The City is interested in knowing the results of your project/event. Please provide a brief summary of the results of your project by answering the questions below. Also, provide any additional information relevant to your project.

**NOTE:** Submit your final report, along with all eligible receipts (or invoices showing payment) **within 30 days** of your project/event conclusion. For projects/events concluding between May 15 and May 31, the final report and expense information must be submitted by **June 10, 2011** to: Program Coordinator, City of Sunnyvale, Office of the City Manager, P.O. Box 3707, Sunnyvale, CA 94088.

Neighborhood Association (Group) \_\_\_\_\_ Date \_\_\_\_\_

Project Name:

Brief Description of Project:

Grant Award Amount:

When was the project completed?

What did the project accomplish?

Describe how the project met the mission of the Neighborhood Grant Project.

**Neighborhood Association (Group)**\_\_\_\_\_

How much did the project cost?

How many volunteers worked on this project?

How many hours did the volunteers contribute?

What were some of the challenges you experienced while working on this project?

Describe your neighborhood association's overall satisfaction with the project:

Any additional comments or information relevant to your project/event: