Neighborhood Improvement Program

NEIGHBORHOOD ENRICHMENT GRANT PROGRAM

FY23-24 CLOSEOUT REPORT

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| Mailing Address: | Contact: | Physical Address: |
| Richland County Community Planning & Development  Neighborhood Improvement Program  P.O. Box 192  Columbia, SC, 29202 | NIP@richlandcountysc.gov  Phone: (803) 576-2190  Fax: (803) 576-2182  Website: <https://tinyurl.com/NIPGRANTS> | Richland County Community Planning & Development  Neighborhood Improvement Program  2020 Hampton St, Columbia, SC 29204 |

**\*\* Grant changes are effective beginning Fiscal Year 23/24 *(July 1, 2023 through June 30, 2024)* \*\***

Receipts and project proof are to be attached. This Closeout Report is due before June 30th, 2024. Submit this completed packet and attachments via email, mail, or in person. Complete each form for each project as necessary. Delete or duplicate extra pages as needed.

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| **GRANTEE INFORMATION** | |
| **Neighborhood Organization:** |  |
| **Point of Contact Name:** |  |
| **Point of contact Signature** |  |
| **Approved Projects:** |  |
| **Date:** |  |

**CLOSEOUT REPORT Checklist**

A complete closeout report includes the following:

Copy of receipts

Project proof (flyers, sign in sheets, or photos)

Expenditure Form

Volunteer Hours (optional)

Post Implementation Review (optional)

# EXPENDITURE FORM | NEGP FY 23-24

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| **GRANTEE INFORMATION** | |
| **Neighborhood Organization:** |  |
| **Project Name:** |  |

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| **EXPENSES** | | |
| **Description of Expense & Vendor** | **Date of Expenditure** | **Amount** |
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|  | **Total Amount:** |  |
| **Point of Contact Signature/Date:** | | |

# EXPENDITURE FORM | NEGP FY 23-24

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| **GRANTEE INFORMATION** | |
| **Neighborhood Organization:** |  |
| **Project Name:** |  |

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| **EXPENSES** | | |
| **Description of Expense & Vendor** | **Date of Expenditure** | **Amount** |
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| **EXPENSES** | | |
| **Description of Expense & Vendor** | **Date of Expenditure** | **Amount** |
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|  | **Total Amount:** |  |
| **Point of Contact Signature/Date:** | | |

# (OPTIONAL) VOLUNTEER HOURS FORM| NEGP FY 23-24

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| **GRANTEE INFORMATION** | |
| **Neighborhood Organization:** |  |
| **Project Name:** |  |

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| **VOLUNTEER INFORMATION** | | | |
| **Name** | **Task** | **Date** | **Hours** |
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|  |  | **Total Hours:** |  |
| **Point of Contact Signature/Date:** | | | |

# (OPTIONAL) POST IMPLEMENTATION REVIEW| NEGP FY 23-24

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| **GRANTEE INFORMATION** | |
| **Neighborhood Organization:** |  |
| **Point of Contact:** |  |
| **Project Name:** |  |

This is an exercise made to benefit you and your neighborhood organization. Fill out this page with your team to determine what went well, what went bad, and lessons learned. Regardless of your projects outcome, it is important to note the successes and failures.

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| **POST IMPLEMENTATION REVIEW** | |
| **Good:** |  |
| **Bad:** |  |
| **Lessons Learned:** |  |
| **Point of Contact Signature/Date:** | |

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| **Lessons Learned:** |  |
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| **Bad:** |  |
| **Lessons Learned:** |  |
| **Point of Contact Signature/Date:** | |