



Community Grant Funding Program YEAR END PERFORMANCE AND EXPENSE REPORT

GENERAL INFORMATION

Name of Organization: _____ Phone: _____

Mailing Address: _____ Zip: _____

Report Preparer: _____ Title: _____

Contact Number: _____ Email: _____

Funds Approved: \$ _____ Funds expended per report period: \$ _____ Fund remaining: \$ _____

PERFORMANCE INFORMATION

1. Describe how grant funds have been used and complete and sign the attached expense report:

2. List dates, name of activities, and event locations for special events funded with City of Morro Bay Grant funds, as relevant:

(Note: attach activity fliers/advertisement/agendas, as relevant to funded activities)

3. Total Number of Individuals Served: _____ Number of Morro Bay Residents Served: _____

4. List the goals that were achieved by your project during this report period:

5. Authorizations:

I hereby certify and attest that both the information contained in this report is true to the best of my knowledge and belief, as well as I am authorized by the organization discussed herein to present this report as its duly authorized representative. I also hereby certify that our organization is in compliance with all state, federal, and local laws regarding licensing and employment practices.

Print Name of Report Preparer: _____ Title: _____

Preparer Signature: _____ Date: _____

Print name of President or Authorized Officer: _____ Title: _____

President Signature: _____ Date: _____

Return this completed report to:

City of Morro Bay
Finance Department
595 Harbor Street
Morro Bay, CA 93442
Attn: Finance Director
Office (805) 772-6217
Email: econrad@morrobayca.gov