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MDNHA Grants Program

Guidelines for Final Report

Instructions for Budget Forms

Instructions for Page 1, Report on Expenditures

1. In Column 1, show your projected budget as presented in your proposal to MDNHA, which is included by reference in your Grant Agreement.
2. IF APPLICABLE, in Column 2, show your final projected budget as revised during the project year as a result of modifications approved by MDNHA.
3. In Column 3, show the actual expenditures of grants funds for each line item. The total for each of the first three columns should equal the amount of your MDNHA grant.
4. In Column 4, show the actual matching funds, whether cash or in-kind contributions, that you can document in support of project activities. Please document ALL matching funds received that can be documented, regardless of whether they were included in your original proposal to MDNHA.
5. In Column 5, show the total of columns 3 and 4.
6. If any expenditures do not match the shown line items, use the “other” line item and specify the costs.

Instructions for Page 2, Report on Matching Funds

1. This page is for reporting only Matching Funds, whether cash or in-kind.
2. In column 1, show the source of the matching funds.
3. In column 2, show the actual amount of the match contributed and that is documented, regardless of what amount may have been shown in your proposal.
4. In column 3, indicate whether this match was cash (C) or in-kind (I). If you received cash and in-kind contributions as matching funds from the same source, use one line to report cash match and another line to report in-kind match from that source.
5. In column 4, list the line item(s) to which the match shown is applied
6. The total at the bottom of column 2 on this page should match the total from column 4 on the first page of the budget report.

Documentation of Expenditures and Matching Funds

1. Provide copies of source documentation and/or supporting documents (payroll/wage and fringe benefits information, volunteer time, contracts, invoices, receipts, etc.) for all reported expenses and matching funds.
2. Attach a list or summary of expense documentation available to support this report.

3. Additional documentation maybe requested as needed after review of this report.