



Local Enhancement & Advancement Fund
2608 Main Street, Lake Placid, NY 12946

Grant Report

This grant report will be required to be submitted at the first 6 month mark of the award cycle in which the award was won. A second report is due at the 12 month mark, if the project was not completed in the initial 6 month period. Projects that take longer than 12 months to complete will need to submit reports every 3 months after the first 12 month period until the project is complete. Completed reports can be mailed to the address above or emailed to info@northelbaleaf.org.

Name of Grantee: _____ Date: _____

Submitted by: _____ Title: _____

Date the grant was awarded/amount: _____

Report Narrative: Please stay within the 500 word limits.

1) Please describe how your project was successful and met objectives. Describe where you may have fallen short.

2) Is your project complete? If not, when will it be finished or why are you unable to complete the project? If this is a longer term project, are you on schedule?

3) Did your plans/ timeline change in executing this project? If yes, explain why. With hindsight, how would you have conducted this project differently?

4) Give a detailed budget that explains specifically how you spent grant monies for this project. If you have not finished the project, specify how remaining grant monies will be spent. Did you have unexpected expenses or a redirection of expenses? Please explain.

5) Do you have any feedback for the LEAF committee about the granting process?

6) Share a photo of your project with LEAF mention.

Please feel free to share any other photos or information regarding your project.