

## Historical and Archival Records Care (HARC) grant final report instructions and template

HARC Grant final reports are due thirty-days after completion of grant term.

The below is excerpted from the HARC grant contract. Please see the contract for additional information.

***Final Report.*** *If the Project has been completed, within thirty days of the termination of this Grant Agreement, the Grantee shall submit to the Commission a narrative report and a financial statement sworn to and signed by the Grantee's Chief Executive Officer. If this Grant Agreement has been terminated for any other reason than the completion of the Project, no narrative report or financial statement will be submitted to the Commission. The narrative report shall include, but not be limited to the following: a detailed description of all activities for which funds have been awarded, including dates of the project; attendance figures of participants served by the project (if applicable); programs and other printed materials documenting the project including finding aids, photographs, news clippings, reports, survey forms, catalogues, posters, brochures, and critical reviews, if any. The financial statement shall consist of a detailed statement of actual income and actual expenses relating to the activities for which funds have been awarded. If a Grantee obtains a certified financial statement of general operations, the Grantee shall submit a copy of the statement to the Commission immediately after its receipt. If a Grantee is also a recipient of federal grants and contracts, through the Commission, those grantees must comply with additional reporting requirements under the Federal Funding Accountability and Transparency Act (Pub. L. 109-282).*

Please note that in instances where expenses differed from those approved by the Commission, the grantee must provide detailed accounting and explanation of the same. **Unused or unexpended funds in the possession of the Grantee must be returned to the Commission no later than thirty (30) calendar days after the Grant Agreement termination date.**

Please use the template below for reporting purposes. You may adjust and add space and attachments as necessary. Preferably (but not required) the final report will be submitted as a PDF document that includes any attachments. Make sure the final report is signed before submitting it. The final signed digital document should be named: YourApplicantName\_HARCFinalReport\_DateSubmitted.

Please email the final report to [RA-PHARCHIVESGRANTS@pa.gov](mailto:RA-PHARCHIVESGRANTS@pa.gov).

## Historical and Archival Records Care Grant: Final Report

**Application ID:**

**Applicant Name:**

**Subunit Name:**

**Address:**

**City:**

**State:**

**Zip code:**

**Contact Name:**

**Contact Telephone Number:**

**Email Address:**

**Grant Amount:**

**Unused Funds (if applicable):**

**Matching Funds (if applicable):**

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## **FUNDING DESCRIPTION**

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**Section A. Describe in detail the accomplishments supported by the PHMC grant. Discuss any differences from the activities described in your application.**

**Section B. Describe in detail how these activities were promoted to the public.**

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## **FUNDING DESCRIPTION**

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**Section C. *Describe in detail how the public benefits from these activities.***

**Section D. *Please note any challenges encountered during this project term.***

## FINANCIAL SUMMARY

Expenditures	Approved PHMC funds	Approved Matching	Actual PHMC funds spent	Actual Matching	Approved Total	Actual Total
<b>A. Salaries/Wages/Related Expenses</b>						
	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0	\$0	\$0
<b>B. Consultant/Vendor Fees</b>						
	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0	\$0	\$0
<b>C. Conservation and Preservation</b>						
	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0	\$0	\$0
<b>D. Equipment and Supplies</b>						
	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0	\$0	\$0
<b>H. Other (describe)</b>						
	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0	\$0	\$0
Totals:	\$0	\$0	\$0	\$0	\$0	\$0

**Discussion:** Please provide justification for changes to expense allocation if different from what was originally budgeted for the project. Unused or unexpended funds in the possession of the Grantee

*must be returned to the Commission no later than thirty (30) calendar days after the Grant Agreement termination date.*

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**ATTACHMENTS** (please note below and include copies as relevant)

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**Section A. Work Products** (please include photographs, scans, links, narratives, etc...)

**Section B. Promotion** (please attach PDFs or links where applicable)

**Section C. Invoices/Receipts** (please include scans of any invoices/receipts for expenses incurred relevant to your grant)

**Section D. Matching Documentation** (please include time charts or other materials demonstrating your match, if applicable)

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**Signature**

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**Date**

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**Title**

Please return completed report and attachments as a single PDF via email to the grant manager at [RA-PHARCHIVESGRANTS@pa.gov](mailto:RA-PHARCHIVESGRANTS@pa.gov).