

# Village of Saranac Lake Cannabis Sales Taxation Funds Grant Program

## Grantee Reporting Template

*All grant recipients must provide reports on their project's progress and outcomes. This template is provided to ensure consistent and complete reporting. A Final Report is required within a specified period after project completion (typically within 30 days of completion). For longer-duration projects, interim progress reports may also be required as outlined in your grant award letter. Keeping the Village informed of your activities helps demonstrate accountability and community impact. In line with program requirements, grantees need to document how funds were used and the progress toward project objectives. The Village Clerk's Office is available to assist if you have questions about reporting.*

### Grantee and Project Information

- Grantee Organization Name: (Name of the organization that received the grant)
- Primary Contact Person: (Name, title, and contact information of the person reporting)
- Project Title: (Name of the project or program funded)
- Grant Award Amount: \$\_\_\_\_\_ (Total amount of Village funds granted for this project)
- Project Timeframe: (Original expected start and end dates; note actual completion date if different)
- Report Date: (Date of this report submission. If this is a progress report, indicate the period it covers, e.g. "Q1 Progress Report covering January–March 2026.")

### Project Outcomes and Activities

- Summary of Activities: (Describe what has been accomplished with the grant funds so far. What activities or services were carried out? If this is the final report, summarize the entire project's activities. Keep it concise but informative – e.g., dates of key events, number of sessions held, equipment purchased, etc.)
- Outcomes Achieved: (Detail the outcomes and impact of the project. Refer back to the objectives and expected outcomes from your application. Did you achieve what you set out to do? Provide specific results or metrics if available – for example, number of people served, survey results, improvements observed. Explain how the project benefited the Saranac Lake community, especially in the priority area(s) identified.)
- Community Feedback (if any): (Share any feedback you received from participants or the community. This could include testimonials, survey responses, or quotes that illustrate the project's impact. This section is optional but strengthens understanding of the project's success.)

### Use of Funds

- Budget Report: (Provide an itemized accounting of how the grant funds were spent. You may present this in a simple list or table format. For example: "Supplies – originally budgeted \$2,000, spent \$1,950 on art supplies for workshops; Equipment – budgeted \$1,500, spent \$1,500 on laptop and projector; Printing – budgeted \$500, spent \$400 on flyers," etc. Ensure the expenses listed align with the approved budget. Include matching funds usage as well, if applicable, to show the full project funding picture.)
- Variance Explanation: (If there are any significant differences between the proposed budget and actual spending, explain them here. For instance, if a certain expense was higher or lower than expected, or if you reallocated funds between budget lines with Village approval, note those changes.)
- Unspent Funds: (State whether there are any grant funds that remain unspent. If yes, provide the amount and explain why. According to program policy, any substantial unspent funds should be returned to the Village unless otherwise authorized. Coordinate with the Village Clerk for returning funds or getting approval for alternate use if you propose to repurpose a small remaining amount.)

#### Evaluation and Future Plans

- Challenges Encountered: (Describe any challenges or obstacles faced during the project. This could include delays, staffing or volunteer issues, higher costs than expected, lower participation than hoped, etc. Explain how you addressed these challenges or any lessons learned that might benefit future projects.)
- Successes and Lessons Learned: (Highlight what worked well and any key lessons learned. This helps the Village and other community organizations understand the factors for success. You can also note if the project had any unexpected positive outcomes.)
- Future Plans: (If this project or program will continue beyond the grant period, describe your plans for the future. Will it continue next year or become an annual event? How will it be funded or sustained moving forward? If this was a one-time project, you can state that no further action is planned or describe how the community will continue to benefit from the completed project.)

#### Grantee Certification

I hereby certify that the above information is accurate and that all funds provided by the Village of Saranac Lake were used in accordance with the approved grant application and the program guidelines. All supporting documentation (receipts, invoices, etc.) are available for review if requested. The project was conducted in compliance with all applicable laws and regulations. I understand that failure to provide truthful information or comply with the terms of the grant may impact eligibility for future funding.

- Reported by (Name and Title): \_\_\_\_\_
- Signature: \_\_\_\_\_ Date: \_\_\_\_\_
- Organization Authorization: (If the person reporting is not the head of the organization, have an executive or board officer of the organization review and sign below to affirm the report's accuracy.)

- Authorized Officer Name/Title: \_\_\_\_\_
- Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please submit this completed report to the Village Clerk's Office. You may attach additional pages or supplemental materials (photos, press clippings, participant testimonials, etc.) that demonstrate the project's impact. The Village of Saranac Lake thanks you for your commitment to our community and for responsibly administering public funds.