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| A picture containing text, clipart  Description automatically generated | College Ambassador Program  Grant Period:\_\_\_\_\_\_\_\_\_  **Final Financial Report** |

Grantees are expected to track and maintain documentation for all expenses throughout the grant time frame. Grantees are also expected to stay within the approved budget for each category; Proof Alliance will not be able to reimburse for expenses over the approved amount. Any deviation from the proposed budget must be pre-approved by Proof Alliance to ensure 100% reimbursement. For more information on eligible expenses and financial reporting, please see your grant contract, Appendix B.

*Grant funds cannot be spent on equipment, this includes items as prizes. Equipment includes: iPods, iPads, Tablets, laptops, projectors, cameras, etc. If you would like to purchase an item and are unsure if it is eligible, contact myomyo.aye@proofalliance.org* ***prior to purchase****.*

|  |  |  |
| --- | --- | --- |
| **Category Name and Narrative of Anticipated Expenses:**  Inver Hills | **Budget Approved** | **Actual Spent** |
| **Snacks/Refreshments:**  Mocktail ingredients: drink mixes, flavoring, fresh and frozen fruit  Granola bars and nuts |  |  |
| **Activities/Games:** |  |  |
| **Promotion/Advertising:** (Paid advertisements, printing flyers/brochures, mailing invitations, signage, etc.) |  |  |
| **Supplies:** (Plates, cups, decorations, T-shirts, goodie bags, etc.)  Goodie bags, cups, decorations, tumblers with Proof Alliance logo |  |  |
| **Contracts:** (Table fees, venue cost, entertainment, non-Proof Alliance speaker) |  |  |
| **Salary/Benefits:** (Include name, title, hours needed, and hourly rate) |  |  |
| **Prizes:** (Must be no more than 15% of the overall budget. Gift cards must be $20 or less each in value. We recommend seeking donations to minimize cost of prizes) |  |  |

**A: TOTAL APPROVED:**

**B: TOTAL ACTUAL SPENT:**

**C: BUDGET BALANCE (A-B):**