

Instructions

Please download this Word document (available on the Industrial Commission/Outdoor Heritage Fund Program website at <http://www.nd.gov/ndic/outdoor-infopage.htm>) to your computer and provide the information as requested. You are not limited to the spacing provided. After completing the report, e-mail it to ndicgrants@nd.gov. **Please do not mail a copy, only electronic records are requested.** You will be sent a confirmation by e-mail of receipt of your report and attachments.

Outdoor Heritage Fund Status and Final Report Form/Guidelines			
This report is used to show progress of grant projects funded through the Outdoor Heritage Fund. Status Reports and the Final Report must be submitted as required in Contract.			
Contract Number	Report Date	Period Covered by Report (xx/xx/xx to xx/xx/xx)	
Project Name			
Project Sponsor Name			
Responsible Official (Last, First Middle)		Responsible Official's Title	
Project Sponsor Address			
City	State	Zip Code	Telephone Number
<u>Financial Update</u> Please provide the following information regarding the funding for your project based on the contract award:			
<u>Funds Spent this Reporting Period</u> (As appropriate please provide copies of receipts for purchases)			
Match Funding \$			
In-kind Funding \$			
OHF Funding Requested for Reimbursement \$			
Total Funding Expended for this Reporting Period \$			
<u>Total Funds Spent to Date</u>			
Match Funding \$			
In-kind Funding \$			
OHF Funding Received and Requested for Reimbursement \$			
Total Funding Expended to Date \$			
<u>Balance of Grant Funds</u>			
Match Funding \$			
In-kind Funding \$			
OHF Funding still to be Requested \$			
Total Funding to be Expended on this Project \$			
Do you anticipate needing to request a grant extension If yes, please explain			
<input type="checkbox"/> Yes <input type="checkbox"/> No			

Work Completed during Period Covered by Report:
(This information will be posted on the Outdoor Heritage Fund/Industrial Commission website)

Photos of work completed are requested. Please attach to your submission email photos of key elements of the project completed or in progress during reporting period.

Confirm photos are attached to submission email:
 Yes No

Signature of Responsible Official:

X

Title:

The project reports shall be provided to the Commission in electronic format only. The reports shall be in a suitable format for posting on the Outdoor Heritage Fund/Commission website.