



Development Authority Facade Improvement Program Grant Closeout Report

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Updated **SEPT 2026**

NOTICE TO APPLICANT

Each document required as part of this closeout report needs to be labeled as such. The detailed written project description must be the same as provided in the original grant application. Additional documentation may be requested during the closeout report review process as determined necessary by the Directors.

Closeout Report Checklist

A complete closeout report shall consist of the following documents:

- ☐ Completed Grant Closeout Report Form
- ☐ Detailed written project description (same as provided in the original grant application)
- ☐ Project expense report, including activities awarded and the name, date paid, amount paid, and description of the work performed by any and all vendors or contractors
- ☐ Receipts and invoices with evidence of payment for the project expense for the project expense report
- ☐ At least five (5) photographs of the completed improvements

Contact Information (as listed on original grant application)

Business Name

Location

Contact Name

Contact Email

Contact Phone

Contact Mailing Address

Project Information

Project Start Date

End Date

Detailed Written Project Description (attach additional labeled sheets if necessary):



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Project Expense Report

Type of Activity	Description of Work Performed	Name of Contractor/Vendor	Date Paid	Amount Paid

Total Grant Duns Awarded by DA

Total Matching Funds from Applicant

Total Project Cost

Receipts and Invoices

On a separate sheet, attach all receipts and invoices for the activities listed in the expense report above. Include all supporting documentation related to the funds expended for this project including grant funds and matching funds.

Photographs

On a separate sheet, attach at least five (5) photographs of the completed improvements.

Affidavit

By signing below, I certify that all information provided is accurate and true to the best of my knowledge and agree that I have read and understand the Pooler Façade Improvement Program Grant Closeout Procedures and Reporting Requirements and understand that any non-compliance with the award agreement may require repayment of any issued funds:

Applicant Name

Applicant Signature

Date