



2026 Educational Mini-Grant Final Report

Instructions

Complete and submit this report by **May 7, 2026**. Reports must include:

- Itemized receipts showing how grant funds were spent.
 - 3-4 photos documenting the funded activities or events.
 - A brief summary of project outcomes and impact.
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Section 1: Institution Information

Institution Name: _____

Primary Contact Name: _____

Primary Email: _____

Primary Phone Number: _____

Section 2: Project Summary

Project Title: _____

Brief Description of Project Activities (max 300 words): *(Attach a separate sheet to include what was done, who participated, and how the project aligned with your original goals.)*

Section 3: Budget Documentation

Total Grant Amount Received: \$ _____

Total Amount Spent: \$ _____

If any portion of the awarded funds remains unused, the institution *must return the unused amount by check made payable to the City of Casa Grande by May 7, 2025.*

Itemized Receipts Attached: ☐ Yes ☐ No *(Attach PDF copies of all itemized receipts showing how grant funds were used.)*

Section 4: Visual Documentation

Photos Attached: ☐ Yes ☐ No *(Include 3-4 high-quality photos in PDF format of the funded activities.)*

If you don't have photos of activities, please explain why:

Section 5: Impact Reflection

What outcomes or benefits did this project achieve? _____

How did the project support arts and culture education in your institution or community? _____

Any feedback or suggestions for future grant cycles? _____

Section 6: Certification

By submitting this report, the institution certifies that all information is accurate and that any unused funds have been returned to the City of Casa Grande by the required deadline.

- **Administrator's Name:** _____
- **Administrator Title:** _____
- **Signature:** _____
- **Date:** _____

Section 10: Assistance

If you need assistance or require this form in an alternative format, contact the City Clerk's Office at (520) 421-8600.