



Grant recipients are required to submit midterm and final reports. This document is a quick reference checklist and provides support to the instructional video. It is important that you watch the instructional video regarding the submission of the midterm and final reports.

Two to three weeks prior your district neighborhood liaison will send you an email reminder of the upcoming reports' deadlines. **Deadlines will not be extended under any circumstances.**

**Deadlines:**

- Midterm report due **Thursday, April 1, 2021 by 5 p.m.**
- Final report due **Friday, July 30, 2021 by 5 p.m.**

**To submit your midterm report:**

1. Go to [Grant Recipient Resources](#) and select midterm report.
2. Fill out the midterm report completely and upload the completed report to the OneDrive file by **Thursday, April 1, 2021 by 5 p.m.**

**The midterm report deadline is non-negotiable, and reports submitted after Thursday, April 1, 2021 by 5 p.m. will not be accepted.**

**To submit your final report:**

1. Go to [Grant Recipient Resources](#) and select final report.
2. Fill out final report completely and include the required information and documentation:
  - All required documents, if seeking reimbursement at this time
  - A Substitute W-9 Form, if you have not already submitted with a reimbursement request
  - Proof of Board of County Commissioners acknowledgement, which includes but is not limited to Hillsborough County logo and name recognition in all printed material (i.e. sponsored by or project made possible by: Hillsborough County Board of County Commissioners)
  - A minimum of 10 photos in either JPEG or PNG format showing event, picture description, phase of project, and volunteer participation; and
  - Upload Final Report and all required documentation to the OneDrive file by **Friday, July 30, 2021 by 5 p.m.**

**The final report and all required documentation deadline is non-negotiable, and reports submitted after Friday, July 30, 2021 by 5 p.m. will not be accepted.**

**Important Notes:**

- The final report must be complete for your neighborhood organization to be eligible for any reimbursements



- Neighborhood organizations are responsible for adding all receipts for reimbursement to their OneDrive folder
- For instructions on how to upload your midterm report, final report and required documentation to your OneDrive File, please review the OneDrive instructional video and checklist
- Online resources for grant recipients are available at [HCFLGOV.net/MiniGrant](https://www.hcflgov.net/MiniGrant) under *Grant Recipient Resources*.

If you have any questions, please contact your district neighborhood liaison prior to the reports' deadlines.

**Deadlines will not be extended under any circumstances.**

- District 1: [Daniel Padron](#), (813) 274-1628
- District 2: [Estella Gray](#), (813) 227-1645
- District 3: [Julie Nail](#), (813) 307-3607
- District 4: [Wanda Sloan](#), (813) 307-3564