

Florida Lighthouse Grant Project Outcomes Report

Board Approved August 3, 2019

DEADLINE (whichever comes first):

- 60 days after close of the project for which money has been granted
- 12 months after receipt of the grant check

SUBMIT REPORTS TO: (reports should be in a Word DOC/DOCX or PDF)

- Your lighthouse's District Commissioner
([District Commissioners](#) list can be found on the FLA website under Resources for Lighthouses)
- FLA's Office: info@floralighthouses.org or mail to PO Box 1476, St. Petersburg, FL 3371
- FLA Grants Committee Chair: grants@floralighthouses.org

FOR PROJECTS UNDER 12 MONTHS IN DURATION: Submit a Project Outcomes Report (POR) and attach documentation stating the funding was used for the purposes requested.

IF YOUR PROJECT HAS RECEIVED SPECIAL APPROVAL FOR A TIME FRAME THAT IS LONGER THAN 12 MONTHS: Submit a Project Outcomes Report (POR) at the end of each 12-month period for work completed in that year.

INCLUDE IN YOUR REPORT:

- A brief overview on the project - from start to finish.
- Include actual project Start Date and Completion Date.
- If project done in phases, provide brief comments on each phase.
 - Work done to complete project.
 - Partnership assistance during project.
 - Project Headwinds – things that delayed project timeline.
 - Project Tailwinds – things that helped the project stay on schedule
- Describe any additional steps taken to ensure Historic Preservation Standards were met.
- Estimated time the completed work will last before project is done again
- State how much of your FLA grant funds were spent. (Unused funds must be returned to FLA.)
- Include a copy of your press release announcing the FLA grant.
- Include copies of other media coverage of your project.
- Add images of project – up to five high resolution digital color photographs of the project.
(Images prior to the start of the project should have been included with your grant application)
 - Images of project in progress
 - Images of the project after work has been completed

Remember: report images and content may be used to help communicate the importance of license plate funds and how they help restore, preserve, and protect Florida's historic lighthouses. It also serves as proof that the funds received were used in a manner that was compliant with the rules of the FLA Grant Application. Please submit all photos as high-resolution digital color photographs.

FOR HELP PLEASE CONTACT YOUR FLA DISTRICT COMMISSIONER OR THE FLA GRANT CHAIR
<http://www.floralighthouses.org>