

**Washington County Gaming Commission
Gaming Fund Grant Report Instructions**

Purpose:

The purpose of this Grant Report is to ensure funding allocated by the Gaming Commission is used for intended purposes. The report will also inform the Gaming Commission of the “Return on Investment” for the funding allocated. This enhanced level of accountability will bring the Charitable Gaming Program in-line with the accountability standards being employed by the County and other jurisdictions nationwide and help to maintain Washington County’s Charitable Gaming Program as a recognized “model charitable gaming program.”

Instructions:

This grant report is to be completed by organizations that have received funding. If your organization has never received funding, this form may be omitted and replaced with a statement that reads, “No funding was received previously”.

General Information:

- Please provide the organization’s legal name, program/project name, contact person and daytime phone number in the blocks provided.

Grant Report is for funding received in (year)

- Enter the calendar year in which you received funding and are reporting expenditures.

Most recent year funding was received

- Enter the most recent year your organization received funding from the Gaming Commission.

Funding was expended as proposed in the Gaming Fund application

- Check this box if this statement is true.

Give a brief overview of the project/program/service for which funding was received.

- In this block provide a brief summarization of the project, program or service for which funding was provided.

What was the County’s “Return on Investment” for the funding provided?

- In this block please provide an articulated return on investment statement for the funding provided. You should include measurable data that supports the information provided. Specific results rather than broad statements should be provided.
- For the purposes of this report, “Return on Investment” is defined as: “The measurable outcomes or results achieved as a result of the funding provided.”
- We are not as interested in how you spent the money or what was purchased as we are in what happened as a result of how you spent the money.
- Specific quantifiable data should be provided. Quantifiable data could include: the number of persons served or helped, the number of persons who benefited, the economic impact, reduction of tax burden etc.

Award

- In this block enter the exact amount of your Gaming Fund award for the year being reported.

List specific expense(s) below.

- In these blocks enter the specific expenses for which gaming funds were expended.
- If there is not enough space to include all of the items purchased please categorize the purchases. Categories could include: Medical supplies, sports equipment, office supplies, computer equipment, etc.
- If funding was provided for program expenses or services please use categorization. These categories could include: wages and benefits, insurance, office supplies, medication, medical supplies, utilities, transportation, etc.

Amount Expended

- Please enter the actual amount expended for each specific expense.

Total Funding Expended

- This block will self-populate and be the sum of the amounts expended directly above.

Explain any difference in "Award" and "Total Funding Expended"

- Compare the Award to the Total Funding Expended. If a difference exists, please explain.
- Funds are required to be expended within 1-year of receipt. It is understood this report will be due prior to the expiration of the 1-year period. If this is the case report your plan to expend the funds prior to the expiration of the 1-year period. Once funds are expended submit an amended grant report to the OCGM.

Supporting documentation of expenditures is included in the application packet under the "PAST" tab.

- In all cases this box **MUST** be checked. Supporting documents in support of expenditure is still required as in the past. This report **DOES NOT** replace this requirement.

Certification

- Please review the certification statement and acknowledge the statement by checking the box.

Expenses Certified by

- The person completing or certifying the accuracy of this report should sign and date here. Signatures may be hand written or electronic.