

**Checklist for Submitting a Final Report
to
Milwaukee Youth Sports Authority
for Grants Awarded after January 1, 2008**

The Final Report must include the following:

- _____ completed Final Report form
- _____ narrative report on the project and its significance
- _____ your participants' "success stories"
- _____ financial accounting for all grant fund expenditures (including documentation for all expenditures)
- _____ participant roster, including first and last name, birth date, age, gender, race/ethnicity, ZIP Code, and school attended.
Note: This information must be submitted in both printed and in electronic form as an Excel workbook.
- _____ participant pivot tables
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- _____ coach roster
- _____ volunteer roster
- _____ schedules of games and events, practice times, and locations
- _____ mileage log, if you are submitting receipts for auto transportation
- _____ copies of announcements and published references to the grant

All forms are available on the Sports Authority web site.

<http://www.milwaukeeyouthsports.org/htm/reporting.html#Download Forms>