# League of Women Voters of Indiana, Inc.

**FINAL PROJECT REPORT**

*Revised June 2020*

Please review "LWVIN Education Fund and the Local League" before submitting this report, no more than one month after your project has been completed. Attach additional sheets as necessary. Consult the treasurer if you need help.

To: League of Women Voters Indiana, Inc.

1500 N. Delaware Street

Indianapolis, Indiana 46202

From: League of Women Voters of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Submitted by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Telephone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Attached is the report on our project \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

approved by LWVIN Board on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(date).

LWVIN Education Fund check received \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(date) for $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project beginning date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ending date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Checklist for contents of Final Report:

\_\_\_\_\_\_Final fiscal statement, plus explanation of differences from original budget approved by Board, if any. Itemize actual Income and Expenses and correlate line by line with budget. Show where LWVIN Education Funds were used and where others were.

\_\_\_\_\_\_Copies of all bills, receipts, vouchers, etc.

\_\_\_\_\_\_Copy of publication included, if any, plus list of writers, editors, etc., number of copies, cost per copy.

\_\_\_\_\_\_Copies of press releases, news clippings, etc.

\_\_\_\_\_\_For meeting information, names of participants, place, date, time, number of attendees, co-sponsors, cost per attendee (whatever is not covered in the publicity you send).

\_\_\_\_\_\_Evaluation results, if any.

\_\_\_\_\_\_If the LWV Education Funds granted for the project exceed the costs, please separately mail a check to LWVIN Education Fund for the difference, to be credited to your local League Education Fund account, with an explanation. The difference should be clearly evident in your fiscal reports.

\_\_\_\_\_\_Brief description of project activities and accomplishments.

Optional: What worked really well? Was there anything you wish that you had done differently? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_