



Historic Preservation Planning Alumni, Inc.

P.O. Box 692 • Ithaca, New York • 14851

Barclay Jones Research Grant Guidelines for Preparing the Final Report

Submission of a final report is a condition of the grant award and is required to complete the agreement between Historic Preservation Planning Alumni, Inc. (HPPA) and the grant recipient. The report allows HPPA to determine if the project goals were achieved and, ultimately, to evaluate the overall effectiveness of the grant program. The final report must include the following components.

DESCRIPTION OF PROJECT RESULTS Provide a brief description of the project results: the role of the Barclay Jones Research Grant (Grant) funds and the impact of the project. For workshops and conferences, give an evaluation of the event.

PROJECT EXPENSES Provide a detailed list of project related expenses. **Attach proof of payments such as copies of paid invoices and/or receipts.** If the grant recipient has accrued greater expenses than what was originally awarded, HPPA will not cover the difference, we will only pay the amount originally awarded. If the grant recipient has accrued fewer expenses than what was originally awarded, HPPA will work with the recipient to find other eligible research expenses to meet the difference. If that is not possible, the recipient will be reimbursed less that amount in the final payment. Please contact HPPA for more information.

Please refer to page 2 for a sample budget report.

ATTACHMENTS Provide a 500-word (max) abstract of the thesis/dissertation.

No later than one year following the date of the grant disbursement, a copy of the final report and attachments must be submitted to HPPA. Send to:

Greg Prichard
Thesis Committee Chairperson
greg@gregprichard.com

SAMPLE PROJECT BUDGET

<u>PROJECT INCOME</u>	<u>AMOUNT</u>
Barclay Jones Research Grant	\$150
Other Funds (if any)	\$75
Total Project Income	\$225

Please identify the sources of other funds.

Department of City & Regional Planning Travel Grant

<u>PROJECT EXPENSES</u>	<u>AMOUNT</u>
Travel	\$185
Conference/Workshop Registration	\$
Printing	\$30
Photography	\$
Mailing and Postage	\$
Supplies	\$
Other (please specify on line below)	
Library Use Fees	\$10
Total Project Expenses	\$225

Barclay Jones Research Grant

Final Report

Name:

Mailing Address:

E-mail Address:

Phone #:

Expected Date of Graduation:

Thesis/Dissertation Title:

Briefly describe the results of the research funded by this grant. Did this project meet or exceed its anticipated outcomes? If yes, please detail these outcomes. If no, please explain why.

PROJECT BUDGET

PROJECT INCOME

AMOUNT

Barclay Jones Research Grant

Other Funds (if any)

Total Project Income

Please identify the sources of other funds.

PROJECT EXPENSES

AMOUNT

Travel

Conference/Workshop Registration

Printing

Photography

Mailing and Postage

Supplies

Other (please specify on line below)

Total Project Expenses

CERTIFICATION

Acting as the authorized representative of the described project, I certify that this project was carried out in accordance with the terms of my agreement with HPPA.

Name: _____

Date: _____