**Instructions**:

One month prior to the end of the grant contract, please submit a draft final report to your NC RBAC grant manager. If you are not sure who your RBAC grant manager is, call (800) 763-0136 or (919) 707-8100 and ask for someone on the Recycling Business Assistance Center staff.

Your RBAC grant manager will review the draft report, note necessary changes or additions, and return it to you for modification. When all the modifications are complete, submit the final report back to RBAC, along with photo(s), a final request for remaining grant funds, and any outstanding receipts or other documentation of expenditures.

**Final Report:**

Please complete the information below:

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| **Part A: Contract Information** | |
| **Grantee Name:** |  |
| **Grantee Tax ID #** |  |
| **Grant Contract #:** |  |
| **Contract Start Date:** |  |
| **Contract End Date:** |  |
| **Date of This Report:** |  |
| **Preparer of This Report:** |  |
| **Phone Number:** |  |
| **Email Address:** |  |

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| **Part B: Project Information** |
| 1. What were the original goals and expectations of this grant project? |
| 1. If applicable, how have those goals and expectations been revised or refined during the course of the project? |
| 1. Describe the project’s accomplishments. Did the project meet its goals? |

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| 1. Describe any unanticipated events (negative and positive) that occurred while conducting this project. |
| 1. What would you do differently if you could do the project over again? |
| 1. Description of the waste reduction impact of the grant (e.g., amount and kind of materials recycled). Please include a projection of how many tons of permanent annual diversion of materials from disposal will take place as a result of the grant project. |
| 1. How many jobs (i.e., full-time equivalents (FTEs)) were created as a result of this grant project? |
| 1. Please provide photos showing the item(s) purchased or upgrades made with grant funds. Photos can be included as additional pages to this report or submitted as email attachments. |

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| **Part C: Financial Information** |
| *Note: Total project funding and total project expenditures should match exactly.* |

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| **Project Funding**: | | **Expenditures**:  Enter line item and description for each kind of expenditure. Add lines as necessary. | |
| RBAC Grant funds | **$** | <Enter equipment 1 here> | **$** |
| Company cash match | **$** | <Enter equipment 2 here> | **$** |
| Funds from other sources  (list) | **$** | <Enter equipment 3 here> | **$** |
| **Total project funding** | **$** | **Total project expenditures** | **$** |