

ORGANIZATION DEVELOPMENT GRANTS  
INSTRUCTIONS FOR FILING FINAL REPORT

Organization Development Grantees are required to file a Final Report on your Organization Development Grant (ODG) award within 30 days of the completion of the project.

A final report must include the following:

1. A narrative in the form of a cover letter that, in sufficient detail, clearly states:
  - a. Amount of the grant award;
  - b. Actual date of project beginning;
  - c. Actual date of project completion;
  - d. Description of the activities funded;
  - e. Any changes that were made to the project\*, and why; and,
  - f. Description of what the project actually accomplished including the short-term impact and expected long-term impact of the funded project on the organization.

\*Please note that any major changes to the project including a significant change in the scope of the project, in the staffing for the project, or a change of more than 20% must have been preapproved by the Office of Cultural Affairs
2. Final written documents and/or other material(s) developed through the grant.
3. Completed final budget form (attached) .

Please submit your complete Final Report to:

Organization Development Grants/Final Report  
Joe Rodriguez  
San Jose Office of Cultural Affairs  
365 S. Market Street  
San Jose CA 95113

If you have any questions, please contact Joe Rodriguez, Senior Arts Program Officer, at (408) 277-5144 ext. 29 or [joe.rodriquez@sanjoseca.gov](mailto:joe.rodriquez@sanjoseca.gov)