

Neighborhood Improvement Program
NEIGHBORHOOD ENRICHMENT GRANT PROGRAM
FY24-25 CLOSEOUT REPORT

** Grant changes are effective beginning Fiscal Year 24/25 (July 1, 2024 through June 30, 2025) **

Mailing Address:	Contact:	Physical Address:
Richland County Community Planning & Development Neighborhood Improvement Program P.O. Box 192 Columbia, SC, 29202	NIP@richlandcountysc.gov Phone: (803) 576-2190 Fax: (803) 576-2182 Website: https://tinyurl.com/NIPGRANTS	Richland County Community Planning & Development Neighborhood Improvement Program 2020 Hampton St, Columbia, SC 29204

Receipts and project proof are to be attached. This Closeout Report is due before June 30th, 2025. Submit this completed packet and attachments via email, mail, or in person. Complete each form for each project as necessary. Delete or duplicate extra pages as needed.

GRANTEE INFORMATION	
Neighborhood Organization:	
Point of Contact Name:	
Point of contact Signature	
Approved Projects:	
Date:	

CLOSEOUT REPORT CHECKLIST

A complete closeout report includes the following:

- Copy of receipts
- Project proof (flyers, sign in sheets, or photos)
- Expenditure Form
- Volunteer Hours (optional)
- Post Implementation Review (optional)

EXPENDITURE FORM | NEGP FY 24-25

GRANTEE INFORMATION	
Neighborhood Organization:	
Project Name:	

EXPENSES		
Description of Expense & Vendor	Date of Expenditure	Amount
	Total Amount:	

Point of Contact Signature/Date:



EXPENDITURE FORM | NEGP FY 24-25

GRANTEE INFORMATION	
Neighborhood Organization:	
Project Name:	

EXPENSES		
Description of Expense & Vendor	Date of Expenditure	Amount
Total Amount:		

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Neighborhood Organization:	
Project Name:	

EXPENSES		
Description of Expense & Vendor	Date of Expenditure	Amount
	Total Amount:	

Point of Contact Signature/Date:



(OPTIONAL) VOLUNTEER HOURS FORM | NEGP FY 24-25

GRANTEE INFORMATION	
Neighborhood Organization:	
Project Name:	

VOLUNTEER INFORMATION			
Name	Task	Date	Hours
		Total Hours:	

Point of Contact Signature/Date:



(OPTIONAL) POST IMPLEMENTATION REVIEW | NEGP FY 24-25

GRANTEE INFORMATION	
Neighborhood Organization:	
Point of Contact:	
Project Name:	

This is an exercise made to benefit you and your neighborhood organization. Fill out this page with your team to determine what went well, what went bad, and lessons learned. Regardless of your projects outcome, it is important to note the successes and failures.

POST IMPLEMENTATION REVIEW	
Good:	
Bad:	
Lessons Learned:	
Point of Contact Signature/Date:	



(OPTIONAL) POST IMPLEMENTATION REVIEW | NEGP FY 24-25

GRANTEE INFORMATION	
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Point of Contact:	
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(OPTIONAL) POST IMPLEMENTATION REVIEW | NEGP FY 24-25

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POST IMPLEMENTATION REVIEW	
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Bad:	
Lessons Learned:	
Point of Contact Signature/Date:	

