



**Freedom's
Way** NATIONAL
HERITAGE AREA

2026 Partnership Grant Program

Attachment A: Final Report Guidelines

The final report is comprised of three (3) components: 1) Project Summary, 2) Final Project Budget, and 3) Supporting Documentation, each of which is described below.

The final report is due eight (8) weeks following the anticipated project completion date put forth in the grant proposal or September 1, 2026, whichever comes first. The exact date may be found on the first page of your Partnership Grant Contract. A single extension request will be considered in extenuating circumstances. Requests must be made in writing as soon as a delay is anticipated and will be granted on a case-by-case basis.

The final report may be emailed to grants@freedomsway.org or mailed 94 Jackson Rd, Ste 311, Devens, MA 01434. Contact Freedom's Way staff at (978) 772-3654 with questions.

1. Project Summary

On organization letterhead, please write a one-page narrative describing the work completed, highlighting accomplishments and any measurable impacts (such as number of attendees, volunteers engaged, etc.)

Be sure to include the following information:

- Project Name, as it should appear in any future publicity of Freedom's Way grant awards
- Partners and/or other funders that contributed to the project's success, if applicable
- A written statement that your organization will maintain and hold all grant related records (including financial documentation) for a minimum of three years following completion of the grant-supported project.

2. Final Project Budget

Complete Attachment B Final Project Budget Template (included in the grant award package) to reflect actual expenses and third-party match for the entire scope of the project. Reference the preliminary project budget approved when the grant was awarded.

The amount of the grant award/funding request must be matched, at a minimum, 2:1 with cash and/or in-kind contributions of goods and services, including staff time, volunteer hours and additional project funding support.

A goal is to leverage the National Heritage Area support provided by the National Park Service funding thus we request that Grantees submit a complete budget reflecting revenue and expenses for the entire project.

Back-up documentation must be provided for expenses that are to be reimbursed via the grant. Receipts, paid invoices, cancelled checks, etc. are acceptable forms of back-up documentation.

3. Supporting Documentation

Include copies of any press or publicity for the project, each of which should include acknowledgement of Freedom's Way National Heritage Area as a source of project funding.

Electronically share any photos or relevant project collateral such as brochures, maps, etc. electronically (disk, USB, email, Dropbox, etc.) to grants@freedomsway.org.

QUESTIONS?

Contact Freedom's Way staff at grants@freedomsway.org