



**Virginia Horse Industry Board**  
**Marketing Grant Program**

## Final Report

The final report is required of all Virginia Horse Industry Board grant recipients. The final report must be completed and submitted with the final invoice. *Failure to file a final report may result in elimination from future grant consideration.*

At any time during the grant cycle, if grant activity has concluded, you may submit this final report in lieu of an interim report.

1. Name of Grant Project:
2. Name of Project Leader:
3. Grant Amount:
4. Date of Report:

### **PROJECT BACKGROUND**

5. Please provide a brief summary of the overall project. If any modifications had to be made to the grant project, please include those here. *This section may draw from the background and justification contained in the approved project proposal.*

### **GRANT ACTIVITY**

6. Provide a final status update on all project goals and objectives. *Please include the goals and objectives stated in your approved grant application. If this is a project/event that occurred in a previous year, please include the numbers from the previous year's project along with the current year project (for example: the 2021 XYZ Event was attended by 50 people, in 2022 it was attended by 55). This section must include actual numbers.*

This report should be emailed to [heather.wheeler@vdacs.virginia.gov](mailto:heather.wheeler@vdacs.virginia.gov) or mailed to Virginia Horse Industry Board, 102 Governor Street, Room 333, Richmond, VA 23219



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7. Provide details on your accomplishments towards the grant's objectives.
  
  
  
  
  
  
  
  
  
  
8. Were there measurable benefits to the association/organization? Has this grant been instrumental in attracting additional resources in the form of people, money, services or publicity? If so, please describe.
  
  
  
  
  
  
  
  
  
  
9. Provide detail on any challenges experienced during the grant project. Provide any actions taken to address the challenges. If you did not attain the objectives or expected outcomes, please explain.
  
  
  
  
  
  
  
  
  
  
10. Provide detail on any positive developments outside of the grant project's original intent/objectives that you experienced during the project.
  
  
  
  
  
  
  
  
  
  
11. Lessons Learned – Provide recommendations or advice that others may use to improve their performance in implementing similar projects. (*What worked? What would you do differently?*)



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12. Describe your plans for continuing the project. *Is this project sustainable? What additional resources are needed to make it sustainable?*

**IMPACT**

13. Please indicate the number of horses that have been impacted/involved with this grant year-to-date.

14. Please indicate the number of people that have been impacted/involved with this grant year-to-date.

15. Please indicate what Virginia regions have been impacted by this grant activity (*regional map provided below- select all that apply*)?

\_\_\_ Region 1

\_\_\_ Region 2

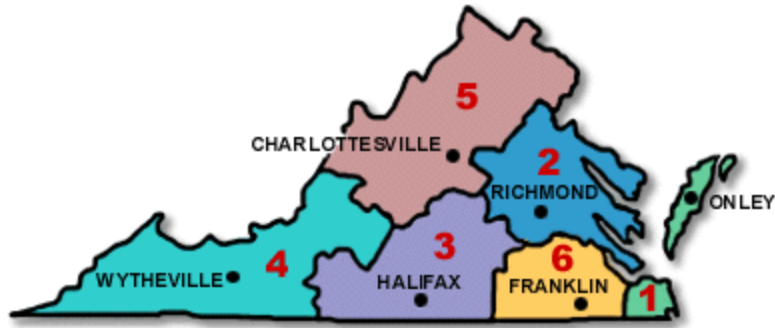
\_\_\_ Region 3

\_\_\_ Region 4

\_\_\_ Region 5



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16. Were there any horses or participants from outside of the Commonwealth? If so, please indicate the number and the state from which they came.

**BUDGET**

17. Using the template below, please indicate how the grant funds have been spent according to the line items submitted in the proposal budget.

<i>Expense Item</i>	<i>Amount Budgeted in Grant Request</i>	<i>Amount Expensed Year to Date</i>

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18. Using the template below, list the expenses incurred by your organization during the grant cycle. *These expenses are considered matching funds for the grant.*

If your organization did not incur expenses, you can leave the template blank.

<i>Expense Item</i>	<i>Amount Expensed By Your Organization Year-To-Date</i>

**RECOGNITION**

19. Please list how the Virginia Horse Industry Board was recognized as a sponsor of this grant project. Please forward examples along with the final report.



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20. Please forward high-resolution photos related to the grant project, if available. Please provide photo credit and the names of individuals in the photographs if applicable.

*Note: All materials provided shall be deemed to be accompanied by permission to use such materials and the names and likenesses of individuals in the Virginia Horse Industry Board's publications, presentations and online for awareness and promotional purposes.*

21. If your grant funding included incentive funds, please include a detailed listing of winners (including the geographical areas or regions they represent), monies awarded per individual, as well as total monies awarded; samples of Virginia Bred certificates; samples of how the Virginia Horse Industry Board was promoted; photos; and other related program materials.

**SIGNATURES AND DATES**

\_\_\_\_\_  
Grant Project Leader

\_\_\_\_\_  
President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date