



## Frederick County Parks & Recreation

### Community Grant Closeout

**Due Date:**

The project and form must be completed, and all required documents submitted by June 30th of the second fiscal year following the award.

Any unused funds must also be returned to Frederick County within this period.

**Reports/Submission Requirements:**

- Community Grant Record of Expenditures, Volunteer Time & Donated Materials
- Vendor installation report
- Completed Project Images – saved as a Word or PDF document, with a caption, including a photo of the Community Grant Program acknowledgement sign at the completed project.

**Reminder:**

Playground equipment, surfacing and entrance installation are to be inspected by a certified playground inspector as meeting ASTM, ADA, CPSC guidelines.