



Closeout report due 3 months
after anticipated project
completion date via email to:
governance@massaccess.org

Community Media Grant Closeout Report - 2026

Contact and General Information:

Organization Name	
Organization Director's Name (e.g., executive director, president)	
Organization Address	
Report Preparer Contact Name, Email, Phone	
Report Date	
Total Grant Award Amount	
Total Grant Expenditures*	
Grant Funds to be Returned, if applicable	

Project Information:

Project Summary
Project Outcome and Conclusion

Optional: Please review the grant process. How can we improve?

*Please attach supporting documents of all costs incurred and covered by the grant award, as appropriate. Examples include invoices, proof of payment (i.e. canceled checks, credit card receipts), purchase orders, vendor contracts, shipping receipts, etc.

Please email the Governance Committee at governance@massaccess.org, with any questions regarding sufficient support for your specific grant award.