



Grant Closing Instructions

- 1) Please complete all work under the grant no later than your grant end date.
- 2) A final report will be due on this project no later than 31 days after your grant end date. Final report instructions are on page 12 of our **Grant Implementation Booklet**, downloadable from <http://www.dnr.illinois.gov/cmp/pages/granteeinformation.aspx>
- 3) Final reimbursement requests, along with all reimbursement and match documentation, are due no later than 31 days after your grant end date. Earlier is better.
- 4) If not all grant funds were spent, we need an acknowledgement that you are aware that the remaining funds cannot be reimbursed in the future. You have two options; **either** send us an email that includes the amount of funding remaining and acknowledges that it won't be spent **OR** fill out, sign, and email the attached **Remaining Funds Acknowledgement** form. Our grant program email address is DNR.CMP@illinois.gov