Richmond Scholar Final Grant Report

Within 60 days of completing the activity funded by a Richmond Scholar Enrichment Grant, please submit a final report of one page, single spaced, which includes the following:

- Describe the outcomes and objectives for your grant activity. How did these meet or fall short of your expectations?
- Discuss your growth and development (professionally, academically, or personally) from participation in your grant activities. What were your biggest challenges or setbacks and how did you address these?
- Would you recommend this activity or use of funds to future Richmond Scholars? Why or why not?
- Description of any discrepancies or changes between proposed use of funds and actual use of funds.

Along with the Final Grant Report, please submit a final or revised Budget Template showing the actual costs for the proposed activity. In addition, you must submit copies of all required receipts. Receipts are required for the following expenses:
  - Any non-disposable equipment (computers, cameras, electronics, etc.)
  - Airfare
  - Conference registration
  - Course registration (tuition/fees)
  - Training/Instruction/Certification
  - Hotel/Air BnB/Lodging Accommodations
  - Any individual purchase not mentioned above over $100

We do NOT need receipts for individual expenses not specifically mentioned in the list above under $100. This includes, but is not limited to the following:
  - Food
  - Taxi/Bus/Metro/Uber
  - Admission fees for museums/cultural sites, etc.

The $100 limit applies to individual purchases (unless the item is specifically required to have a receipt in list 1). Thus, if you take four Uber rides which total over $100, we do not need a receipt. However, if you have a single Uber ride which is $125, we do need a receipt.

These documents may be submitted via email to scholaroffice@richmond.edu.

It is the responsibility of each grant recipient to submit final documentation within 60 days of the end of grant activity. Failure to submit final reports may result in necessitating students’ return of grant payments to the university.