Commonwealth of Pennsylvania
Office of State Fire Commissioner (OSFC)
Volunteer Fire Company and Volunteer Ambulance Service Grant Program (VFCVASGP)

Final Report – FY 2011-12

Name and Address of Grantee (Volunteer Organization):	**County:**	
	Federal Tax Identification Number:	
	Grant Amount: **$**	**Amount Expended:** **$**
Type of Organization: ☒ Volunteer Fire Company ☐ Volunteer Ambulance Service	**Type of Project:** ☐ Construction and/or Renovation ☐ Debt Reduction ☐ Purchase of Equipment ☐ Training and Certification	
Name of Person Completing Final Report:	**E-mail address and Phone Number of Person Completing Final Report:** Phone: Email:	
List the names of all companies who participated in your Joint Project IF APPLICABLE: Company Name:_____ Company Name:_____ Company Name:_____ (Attach additional sheets if necessary)	**Fire Station Phone Number:** _____ or **EMS Company Phone Number:**_____	

In accordance with §114.6 (c) of the Volunteer Fire Company and Volunteer Ambulance Service Grant Program Statement of Policy, grantees must submit a Final Report to the OSFC at the completion of the project, but no later than December 1, 2012. Projects must be paid for between July 1, 2011 and December 1, 2012 to comply with the requirements of the 2011-12 grant. Failure to file a final report will be grounds for the OSFC to seek the return of all grant funds awarded. Grant funds not expended must also be returned to OSFC prior to or with the filing of the Final Report. Make checks to be payable to: **Commonwealth of Pennsylvania.**

Summary of Expenditures and Payments Made (attach additional sheets if necessary)

Payee	Invoice #	Invoice Date	Invoice Amount	Check Number	Check Date	Check Amount

Required Documentation:
Expenditures for construction and/or renovation or purchase and/or repair of fixtures and furnishings or purchase of firefighting, ambulance or rescue equipment or repair thereof or training and certification activities **must include invoices and copies of cancelled checks or current invoice(s) zero'd out by the vendor.** Documentation must be consistent with project expenditures.

Expenditures for debt reduction must include evidence from the lender such as a copy of the cancelled check or letter from the lender showing that funds were applied to such debt reduction consistent with the terms of the grant agreement.

Mail completed Final Report form and required documentation to:
VFCVASGP
Office of the State Fire Commissioner
2605 Interstate Drive
Harrisburg, PA 17110

Total Grant Funds Received	$
Total Grant Funds Expended	$
Total Grant Funds Returned:	$

Signature of Applicant's Agent:_____