



**Warren County
Cultural & Heritage Affairs**
8 Belvidere Ave., Oxford, NJ 07863 (908) 453-4381

REGULAR MINI-GRANT FINAL REPORT 2026

Please follow the directions and submit to **Gina Rosseland (grosseland@co.warren.nj.us)** **3-5 business days** after **expending funds or end of event/program/etc.** If you have any questions, please reach out **before** your final report is due. Two signatures (organization representative & director or equivalent) are now required for all mini-grants. Please submit your final report as one PDF file as file links are **no longer** accepted. By signing this document, you affirm that all information provided is accurate.

Final reports **are required** and included on the WCCHA report to the State.

Type or print neatly in blue or black ink

Contact Name		Date of report	
Contact Email		Amount of award	\$
Contact Phone		Amount spent	\$
Name of Organization		Approved reallocation	\$
Address of Organization		Refunded to County of Warren	\$
Contact Signature		Use by WCCHA:	
Director or Equivalent Signature			

Please provide actual, not digital signatures.

Final Report.

*The Final Report packet will be uploaded to the website and can be downloaded and printed (PDF). Please email all related documents in a single file (PDF) or drop off originals at Shippen Manor (8 Belvidere Ave., Oxford, NJ 07863). This must be submitted to Gina within **3-5 business days** following the expenditure of the grant funds and/or completion of the grant-sponsored program/project. (Ex. If you spent your grant money by May 29, your final report will be due no later than June 5.)*

1. **Short typed written final summary** (1-2 pages) of your completed grant-funded project/event/activity/program and/or other approved expenses on organization letterhead. Include your name, email, and phone for the non-profit that applied. (Cannot be the same summary submitted with request, which was more of a projected summary. In the final summary, describe what the funding was used for, how much was spent, if monies were left over, whether they were approved to be spent or returned to the county, etc.)
2. **Attendance form**—show who benefitted—school-age children, adults (18 and over), staff/volunteers/other organization members, and paid performers/artists/professionals. (Please use actual, not estimated numbers.)
3. **Expenses**—reference this in your final summary (**ex.** Joe Smith, of ABC Company, held a workshop for the public to teach various weaving methods 7/1/26 and was paid \$250). In addition, provide **all** paid invoices on letterhead of the business/artist/vendor/etc. that relate to expenditure of grant funds.
4. **Photographs**—2-3 photographs of the event/program (where grant funds were applied), item or supplies purchased with grant funds, etc. Please do not include faces of minors as these images may be used by WCCHA or the NJ State Council on the Arts and it is for children's safety.

Regular Mini-Grant Final Reports will be posted on the website and made available starting March 1, 2026:

<https://www.warrencountynjheritage.com/arts/arts-grants>

Email all requests and final reports to **Gina Rosseland** (grosseland@co.warren.nj.us)

All signed documents need to have an actual (not digital) signature.

If you have any questions, please reach out via email or phone.

Please keep a copy of all documents for your records.



REGULAR MINI-GRANT FINAL REPORT
PARTICIPATION ATTENDANCE (2026)

This chart is a required for the final report for all non-profit organizations who have received arts funding through the Regular Mini-Grant program through Warren County Cultural & Heritage Affairs for the current fiscal year.

*Please submit as part of your final report **within 3-5 business days** following expenditure grant funds and/or project, program, event or equivalent.*

Please type or print neatly in blue or black ink, no pencil.

Save as a PDF and email with the final report to Gina Rosseland (grosseland@co.warren.nj.us).

Type or print in blue or black ink

CONTACT		DATE	
ORGANIZATION			
ORGANIZATIONAL ADDRESS			
EMAIL OF CONTACT			

For categories without a count, please write "0" (zero).

PARTICIPANTS							
School-age children (pre-k to grade 12)		Adults (18 & over)		Staff, volunteers, other organization members		Paid Performers/ Artists/ Professionals	
TOTAL NUMBER OF PARTICIPANTS							

All information is required and will be used to comprise data for the WCCHA final report with the NJSCA.

SIGNATURE (actual, not digital)	
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Updated 2/27/2026