



Alaska Marine Safety Education Association

2924 Halibut Point Road, Sitka, Alaska 99835-9668
Voice: 907-747-3287 Fax: 907-747-3259 www.amsea.org

AMSEA MINI-GRANT FINAL REPORT FORM

INSTRUCTIONS: Please complete this form and return it to AMSEA at the address above, along with the following mini-grant closeout documentation:

- a. A narrative description of what you accomplished and how the grant funds were used. Please include any feedback for AMSEA regarding the mini-grant process.
- b. A post-course reporting form and an instructor's evaluation for **each** training session held. (Can be completed online at www.amsea.org)
- c. An itemized list of all expenditures including time, purchase costs, etc. using an AMSEA Mini-Grant Accounting Form.
- d. Receipts for all cash expenditures.
- e. Copies of promotional materials and/or news articles about the AMSEA-funded training.

Name of person to whom the grant was awarded:
Agency or business to be reimbursed:
Project title:

Total # of people trained:	
Total # hours training occurred:	
Primary audience: (who was trained)	

Additional Comments:
