What is required for each project's final report?
Each funded project must submit a final report to the Bob Graham Center. The final report is to be limited to two pages of narrative using the final report form for 2018 posted on the website. It also includes a separate one-page accounting of the funds expended using the budget form provided on the website. Students must also include 3-5 digital photos, attaching them to the end of their two-page final report. Final reports should be submitted on disk or flash drive to the Bob Graham Center office by an authorized member of the team. Reports may be posted on the website for all to see and learn from.

The Bob Graham Center requires public acknowledgment of the projects it supports, as outlined below. Unless advised to the contrary, an acknowledgment of the Civic Innovators Project (CIP) must appear on all materials publicizing or resulting from award activities. The CIP logo and credit line should also be used in acknowledging Bob Graham Center support whenever possible.

Acknowledgment and Publicity Requirements for CIP Awards
An acknowledgment must be contained in any materials resulting from or related to the CIP grant, such as videos, signs, websites, press releases, exhibits, events and any other publicity related to the award. The prominence of the acknowledgment should be in direct relationship to the level of funding the Bob Graham Center provided for the project relative to any other sources of funding. Where possible, Bob Graham Center support should be mentioned in newspaper articles, radio interviews, and other media activities to extend the effects and awareness of your project and for future projects that could benefit from CIP funding. If you have any questions regarding the forms of acknowledgment for your project, please contact Shelby Taylor at 352-273-1086 or sheladk9@ufl.edu.

Logo
The CIP logo can be downloaded electronically HERE. Please note that CIP logo should be used in conjunction with The Bob Graham Center when possible.
Sample Credit Lines

**For projects whose products, programs, and/or activities:**

The *(title of project)* has been made possible in part by a major grant from the University of Florida’s Bob Graham Center

This *(database, Web resource, etc.)* has been made possible in part by the University of Florida’s Bob Graham Center

The University of Florida’s Bob Graham Center: Renewing the values, knowledge and skills of civic engagement

The University of Florida’s Bob Graham Center and *(funded institution)* together: Renewing the values, knowledge and skills of civic engagement

The *(title of project)* has been made possible in part by a major grant from the University of Florida’s Bob Graham Center: Renewing the values, knowledge and skills of civic engagement

This *(database, Web resource, etc.)* has been made possible in part by the University of Florida’s Bob Graham Center: Renewing the values, knowledge and skills of civic engagement

---

**SIGNED AGREEMENT**

I, ______________________________, accept the invitation to be part of the Civic Innovators Project. I have read and understand the Participation Agreement Form. Accordingly, I will:

- ✔ Ensure that the Bob Graham Center receives public acknowledgment as outlined above for any publicity or promotion of the CIP grant funded project.

- ✔ Ensure that proper reporting (following the specified guidelines) is made following the project’s completion in the summer of 2018.

________________________________________  ____________________________
Printed Name                               Signature