**City of Lawrence**

**Outside Agency Annual Report**

**For Calendar Year 2019**

**Reports on activity should be submitted electronically to Danielle Buschkoetter, at** dbuschkoetter@lawrenceks.org **by 5:00pm on Friday, February 14, 2020. To answer the following questions please refer to your** [2019 application/agreement for funding](https://lawrenceks.org/2019-funding-applications/)**.**

**Reporting Period: Calendar Year 2019**

**Agency Name:**

1. **Refer to the program in which your agency received funding; provide a participant success story that helps demonstrate the accomplishments of the program.**
2. **Refer to your 2019 agreement for funding; provide a brief narrative of the activities funded with City funds.**
3. **Refer to your 2019 agreement for funding; report what progress was made toward your proposed outcomes and comment as necessary.**

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| --- | --- | --- |
| **Outcomes** | **List 2019 outcomes from agreement** | **Comment as necessary** |
| **Outcome #1** |  |  |
| **Outcome #2** |  |  |
| **Outcome #3** |  |  |

1. **Refer to the line-item budget provided in your 2019 application for funding; is this accurate to how your allocation was actually spent? If no, what changed and why?**

|  |  |  |  |
| --- | --- | --- | --- |
| **Budget Categories** | **Requested Amount** | **Actual Amount** | **Comment as necessary** |
| **Personnel** |  |  |  |
| **Fees & Services** |  |  |  |
| **Estimates/Bids** |  |  |  |
| **Travel** |  |  |  |
| **Marketing** |  |  |  |
| **Cost of Materials** |  |  |  |
| **Operating Expenses** |  |  |  |
| **Other** |  |  |  |
| **Grand Total** |  |  |  |