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Port of Seattle

2018 Economic Development Partnership Program

Final Project Report

Please use the following template to provide the Port of Seattle a summary of project(s)/ initiative(s) funded through our Economic Development Partnership Grant Program.

**Please submit the final Project Report by 5:00 pm on or before November 1, 2018, along with all final invoices to Joe Meyer at** [meyer.j@portseattle.org](mailto:meyer.j@portseattle.org)

City:

Staff Contact:

Phone:       Email:

##### Grant supported project summary

##### Summarize the project(s) or initiative(s) completed as a result of this year’s Port grant (based on the scope of work from your contract). Attach pertinent deliverables, or other documentation (pictures, screenshots, etc.) of each deliverable, to this summary report.

##### Economic or tourism development results

1. Highlight the outcomes or results of your projects/initiatives. To the extent possible share outcome metrics (number of businesses trained, number of web visits, number of visitors, etc.).
2. Comment on additional outcomes not directly associated with the project’s objectives (e.g., partnerships formed, additional funding support gained).

1. If applicable, comment on any longer-term outcomes you anticipate from your project.
2. If applicable, comment on outcomes that support economically or socially disadvantaged communities within your city or region.

##### Lessons learned

List and describe any lessons learned from this project and provide recommendations that can be used to improve the delivery of future economic development projects. Reflecting on strategies and activities, what worked and what did not work?

##### Suggestions for improving grant program

List and describe any suggestions on how the Port of Seattle can improve the Economic Development Partnership Program.

##### Fiscal Accountability

1. Provide a summary of how grant funding was utilized identifying specific Port and City match funds utilized:

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| --- | --- | --- | --- |
| **Description** | **Port Funds 2017-2018** | **City Funds 2017-2018** | **Total Funds Spent 2017-2018** |
| *Small Biz Training* | *$9,000* | *$4,500* | *$13,500* |
| *Downtown Strategic Plan* | *$8,000* | *$5,000* | *$13,000* |
| *Wayfinding signage* | *$10,000* | *$5000* | *$15,000* |
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| Total Amount | *$27,000* | *$14,500* | *$41,500* |

1. Please explain any variances in spending from contracted amounts.