



Gallatin County DUI Task Force

1709 West College ♦ Bozeman, MT 59715 ♦ 406-585-1492

<http://gallatincomt.virtualtownhall.net/dui taskforce>

Community Education & Activity Support & Enforcement CEASE Awards Final Report & Evaluation

(Must be submitted prior to reimbursement)

Agency/Sponsor of Project: _____

Contact Person: _____

Address/Phone: _____

Email: _____

Equipment/Activity Title: _____

Equipment/Activity Location: _____

Equipment/Activity Start Time/ End Time: _____

Number of Sessions: _____

Number of people involved or affected: _____

The primary purpose of this project was: _____ a) Education
_____ b) Enforcement
_____ c) Equipment
_____ d) Other

Please answer these Evaluation Questions:

1. How did the equipment/activity/project help to reduce or prevent DUI?
2. Please attach verification of the press release indicating the project was funded by the DUI Task Force.

How to submit for CEASE Award Reimbursement:

- 1) To be reimbursed for a purchase, include a receipt for those goods marked PAID by the vendor.
- 2) For other projects, fill out this final report. For Overtime Patrols, the information requested on the reporting form included in the application must be included with your request for reimbursement, whether you use the form itself or use the type of reporting forms expected for STEP patrols. Do not bill for Per Diem.
- 3) For conferences, include receipts for lodging and airfare.
- 4) Include a cover sheet clarifying who the reimbursement check should be made out to, along with the mailing address. Include documentation of expenses.
- 5) Also include documentation of a press release, including when & where it ran. Awardees will be expected to report back to the CEASE Committee on the outcome of the project.
- 6) SEND all documentation to the DUI Task Force at:
1709 West College
Bozeman, MT 59715
Do not email. *Allow up to a month for reimbursement.*
- 7) Projects that do not comply with reporting requirements may receive two years of probation from further CEASE Awards funding.