



How to Close Out Your \$2,000 Grant

Presented by Kaitlyn Vollmer





Speakers



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Sustainable Jersey

1. Overview of Reporting Requirements
2. Project Modifications
3. Final Report Form Walkthrough
4. Submitting Your Report
5. Q&A





Reporting Requirements

2018 PSEG \$2,000 Grants

Schools due April 30

Municipal due May 31

All \$2,000 grantees are required to complete a final report in order to close out their grant. The report should only be submitted once the project is complete.

Sustainable Jersey staff will work with grantees on their final reports until they include the information and documentation required for approval.



Project Modifications

- If your project is not complete, **DO NOT** submit the final report at this time
 - Request an [extension](#) (up to one year) for more time to complete the project
 - Request a [budget revision](#) to spend down any remaining grant funds (or ask to return them)
 - Request a [project modification](#) if you are unable to complete steps of the project originally proposed



Reporting Forms

Municipal 2k Reports

Schools 2k Reports

REPORTING DEADLINES

<u>Grant Cycle</u>	<u>Final Report Deadline</u>	<u>Final Report Form</u>
2016 PSEG	March 31, 2017	Complete HERE
2017 PSEG	April 30, 2018	Complete HERE
2018 PSEG	May 31, 2019	Complete HERE

REPORTING DEADLINES

<u>Grant Cycle</u>	<u>Final Report Deadline</u>	<u>Final Report Form</u>
2015 PSEG	June 14, 2016	Click HERE
2015 NJEA	November 30, 2016	Click HERE
2016 PSEG	February 27, 2017	Click HERE
2016 NJEA	December 31, 2017	Click HERE
2017 PSEG	April 30, 2018	Click HERE
2017 NJEA	December 31, 2018	Click HERE
2018 PSEG	April 30, 2019	Click HERE
2018 NJEA	February 29, 2020	Not Available
2019 PSEG	May 30, 2020	Not Available



Note the colored backgrounds





- You will need to login using the same email address and password used to create the original grant application.
- If you forget your password, use the forget your password link to reset your password.
- If you need to change the email address associated with the account, email grants@sustainablejersey.com with your new login information.

Sustainable Jersey

2018 PSEG \$2,000

Grant Recipient Final Report Form

Reporting Requirement Deadlines:

- Final Report: **May 31, 2019**

LOGIN

Email

Password

Login

[Forgot Password?](#)

SIGNUP

Email

Password

Confirm Password

Signup



Final Report Sections

- Instructions
- Grantee Information
- Project Summary
 - Project Title and Description
 - Variations from Original Proposal
 - Grant Impact
- Supporting Documentation
 - Sample Materials
 - Photographs
- Lessons Learned
- Project Expenditures
- Grantee's Certification Declaration

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Ribbon Cutting Ceremonies

Please inform Sustainable Jersey of any ribbon cutting ceremonies or events



Lucy Noland FOX 29 added 6 new photos.
16 hrs · 🌐

It's summer. You're a kid in the neighborhood, hanging out with your friends when suddenly a police car rolls up. An officer gets out and starts strolling toward you with something in his hands. He's holding a ball. But it's not just any ball, this one's brand new. It's a Spalding and it's got a really cool Winslow Township Police Department (NJ) logo on it.

Game on!

Winslow Township police officers just received hundreds of new basketballs and footballs that they're giving to children, but not just by rolling down their window and staying in the patrol car.

Nope. This is about getting out and hanging out with the kids in the communities they serve. "It's awesome," Chief George Smith tells me, "We're doing pick-up games. The officers actually get out of their cars, start up conversations and play some ball with the children. Then they give them the balls."

Just. Love. This.

The township got a grant from Sustainable New Jersey for \$2500. The thing is, the department serves 40,000 people in Winslow, Sicklerville, Berlin, Blue Anchor and parts of Hammonton and Waterford and balls are expensive. The money wasn't going to buy many balls. So, Chief Smith reached out to Spalding directly—told the folks what he was hoping to do. They loved the idea so much that they sold him 200 footballs and 250 basketballs at cost and sprung for the shipping (which topped \$800).

And so now, don't be surprised to see a group of kids laughing at a police officer, getting their game on and, maybe most importantly, getting along if you happen to be cruising through Chief Smith's South Jersey.

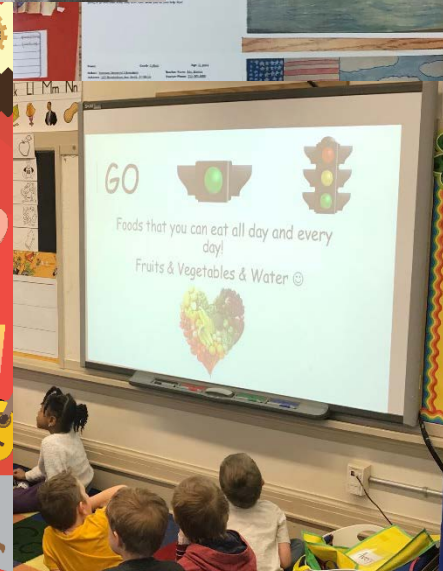
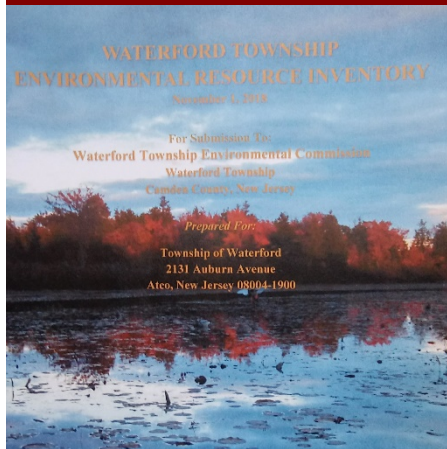
Bravo guys!

Cannot wait to bring you the story that Chris O'Connell Fox 29 is shooting right now tonight on FOX 29 News at 10 and 11!



Like Comment Share

Supporting Documentation



Sponsor Signage



Acknowledging our grant funders helps to secure funding for future grants cycles



Certification Declaration Form

- Certifies that the grant was spent according to the approved proposals

Sustainable Jersey Grants Program
Grantee's Certification and Declaration Form

I certify under the penalties of the law that the description of the grant project is correct in all its particulars; that the articles will be furnished or services rendered as stated therein; that all expenditures submitted will be allowable charges against the grant and that all compliance issues of this grant have been met per the grant agreement.

Name: _____

Signature: _____

Position: _____

Date: _____

- Needs to be signed by...
 - **Municipalities:** Business Administrator, CEO, person in department authorized to handle funding
 - **Schools:** Business Administrator, Principal, Superintendent



Submit the Report

Thank you for submitting your final report. We will notify you once it has been approved.

Your report has been submitted.

Sustainable Jersey Grants Program
2018 \$2,000 Grant

[Final Report - 2018-12-02 04:01:53pm](#)

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POWERED BY
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- Will receive confirmation of submittal
- Can print a copy of your final report
- Can go back and make edits
- You will receive an email from Sustainable Jersey when your report has been approved confirming that the grant is closed
 - Or one asking for additional information or documentation



Contact Us



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