***Instructions & Reporting Requirements***

*This document outlines the requirements for the final report and provides a template (pages 2-3) for your Sustainable Jersey Small Grants final report. We have provided the template for your convenience and for adhering to our reporting requirements. You do not have to use this template to meet our reporting requirements but you must include all information outlined in these instructions.*

*These reporting requirements are a condition of your grant award. Failure to submit this documentation on time will make the grantee municipality ineligible to apply for future Sustainable Jersey grants. For more eligibility rules for previous grantees,* [*click here*](http://www.sustainablejersey.com/?id=282)*.*

*For the final report, please document the completion of the projects described in your application (or the portion of the project for which the grant was intended) by addressing the following questions:*

* *How was the money spent?*
* *How did the project differ from the original proposal and the Interim Report?*
* *What has been achieved? Answer with relevant quantitative measures (dollars saved, greenhouse gas emissions reduced, number of participants, etc) and qualitative assessments (describe community impact).*
* *What challenges were faced and how were they overcome?*
* *What improvements could be made if this project were undertaken again?*

*In addition to the narrative portion, please attach:*

* *detailed accounting of expenditures*
* *photos, flyers, outreach materials, etc. from your projects.*
* [*Grantees Certification and Declaration*](http://www.sustainablejersey.com/document/Grants%20and%20Resources/Reporting/GranteeCertification.pdf) *signed by municipal administrator or other authorized representative*

*If you would like to request an extension beyond the final report date, please submit the request to* [*grants@sustainablejersey.com*](mailto:grants@sustainablejersey.com) *detailing why an extension is needed and the specific date to which you request the extension.*

*Please submit your final report electronically to* [*grants@sustainablejersey.com*](mailto:grants@sustainablejersey.com) *and include the municipality name and “201X Small Grants Final Report” in the subject line.*

*Final payments will be dispersed after this documentation has been received and approved.*

*If you have any questions or concerns regarding the final report, your grant award project, or the Small Grants Program, please contact* [*grants@sustainablejersey.com*](mailto:grants@sustainablejersey.com) *or call 609-771-2836.*

TEMPLATE

**Municipality:** Name of Municipality

**County:** County

**Grant Award Amount:** Grant amount

**Submitted on:** Date submitted

**Report Prepared By:** \*\*Name

**Title:** Title

**Address:** Address

**Phone**: Phone

**Email:** Email

**Project Description**

Please provide a brief description (2-5 sentences) of the grant project. If your final project differs somewhat from your original grant proposal please provide us with a description of your final project.

**Project Completion Summary**

Please summarize the efforts that have taken place to complete the project described above. If the project has multiple tasks/objectives/deliverables as outlined in the proposal consider organizing the report by each of these areas. In this section, please also address the following questions:

* How was the money spent?
* How did the project differ from the original proposal and the Status Interim Report? Mention any changes to the original project since the interim report was submitted including changes to deliverables, timeline, or budget.

Note: This section may vary from a paragraph to a few pages depending on the original grant proposal/amount.

**Evaluation**

Please assess the impact of your project and reflect on the implementation of the project by addressing the following questions:

* What has been achieved? Answer with relevant quantitative measures (dollars saved, greenhouse gas emissions reduced, number of participants, etc) and qualitative assessments (describe community impact).
* What challenges were faced and how were they overcome?
* What improvements could be made if this project were undertaken again?

**\*List of Expenditures**

If there are multiple expenditures and invoices/purchase orders/receipts for your project, please list the expenditures as they relate to the attached invoices/purchase orders/receipts.

**Example of list of expenditures:**

|  |  |  |
| --- | --- | --- |
| Greenhouse Kit {32'-0" x 14'-0" x 10'-0"): | 2 @ $3,500.00 each | 7,000.00 |
| Galvanized Metal Hardware Cloth y,'' x y,'' | 2 @ $50.00 each | 100.00 |
| Rain Barrels (75 gal.) w/ Clear Water Systems | 2 @ $200.00 each | 400.00 |
| Portable Compost Tumblers | 2 @ 150.00 each | 300.00 |
| Seeds/Starter Plants | 2 sets @ $100.00 each | 200.00 |
| Seed Trays/Pots | 2 sets @ $200.00 each | 400.00 |
| Potting Soil/Mix | 2 sets @ $50.00 each | 100.00 |
| Exterior Lumber/Plywood (Planting Tables) | 2 sets @ $100.00 each | 200.00 |
| Garden Trellises (Peas;Beans) | 2 sets @ $25.OO each | 50.00 |
| Galvanized Fastening Hardware | 2 sets @ $75.00 each | 150.00 |
| Exterior, Non-Toxic Paint/Brushes, Etc.. | 2 sets @ $100.00 each | 200.00 |
| Project Tools/Equipment | 2 sets @ $1000.00 each | 2,000.00 |
| Portable, Exterior Heaters | 2@ $100.00 each | 200.00 |
| GDPAU | Curriculum, Lesson Plans, Tech Support | 2,500.00 |
| VoIunteer Transportation/Refreshments | 2 sites @ $1,200.00 each | 2,400.00 |
| Consumable Supplies/Miscellaneous | 2 sites @ $2,000.00 each | 4,000.00 |
| **Total:** | | **$20.000.00** |

**Attachments**

Please include:

* Invoices, purchase orders, and/or receipts that relate to the list of expenditures included in the final report
* Any photos, flyers, outreach materials, etc. from your projects.
* [Grantees Certification and Declaration](http://www.sustainablejersey.com/document/Grants%20and%20Resources/Reporting/GranteeCertification.pdf) signed by municipal administrator or other authorized representative

# GRANTEES CERTIFICATION AND DECLARATION

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

**SIGNATURE** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **DATE**

**POSITION**