



How to Close Out Your \$2,000 Grant

Presented by Kaitlyn Vollmer



Speakers



Kaitlyn Vollmer
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Sustainable Jersey



Agenda

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





Reporting Requirements

2019 PSEG \$2,000 Grants

Schools due May 30

Municipal due April 30

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.



Reporting Forms

Municipal 2k Reports

\$2,000 Grant Recipient Reports

Unsure when your grant report is due? **Click on the Grant Cycle** name to view the press release for each cycle to identify the cycle your grant is associated with.

GRANT CYCLE	FINAL REPORT DEADLINE	FINAL REPORT FORM
2016 PSEG	March 31, 2017	Complete Report
2017 PSEG	April 30, 2018	Complete Report
2018 PSEG	May 31, 2019	Complete Report
2019 PSEG	April 30, 2020	Complete Report



Municipal website is new

Schools 2k Reports

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	Click HERE
2019 PSEG	May 30, 2020	Click HERE
2019 NJEA	February 28, 2021	Report Not Yet Available



Sustainable Jersey for School 2019 Grants Program

Funded By:



2019 \$2,000 Grant Recipient
Final Report Form

Due by May 30, 2020

LOGIN

Email

Password

Login

[Forgot Password?](#)

SIGNUP

Email

Password

Confirm
Password

Signup

POWERED BY

wizehive

Login

- 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.



Final Report Sections

I. Instructions

Please complete the Sustainable Jersey for Schools Grant Recipient Final Report below for the grant you were awarded in 2019. These reporting requirements are a condition of your grant. Failure to submit the required documentation will result in a municipality being ineligible to apply for future Sustainable Jersey grants. The final fifty percent of the grant funding will be disbursed upon receipt and approval of the documentation listed above.

NOTE: You may save your work, log out and resume your in-progress report at any time. Drafts of the report will automatically save every 5 minutes, and a "save draft" button is available at the end of the report form. It is also encouraged that you save a copy of your completed report for your records.

If you have any questions or concerns regarding the Final Report, your grant award project, or the Sustainable Jersey Grants Program please contact Kaitlyn Vollmer at grants@sustainablejersey.com or by phone at 609-771-3189.

[Municipal Reporting Requirements](#)

[Schools Reporting Requirements](#)



Project Modifications

Is the project completed? *

No



- 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



Final Report Sections

- Grantee Information
- Project Summary
 - Project Title and Description
 - Variations from Original Proposal
 - Grant Impact



If any, **they must have been pre-approved by Sustainable Jersey** unless they were not significant changes to the scope of work or budget. Significant changes in a project budget when more than 10% of the grant is reallocated for a different purchase. If you are unsure, please contact us.



Community Outreach Efforts

Includes farmers markets, green fairs, educational events, workshops, Board/Council meetings, etc.





Community Outreach Efforts

Please inform Sustainable Jersey of any ribbon cutting ceremonies or events





Final Report Sections

- Supporting Documentation
 - At least 2 photographs with descriptions
 - Should include project team members
 - Sample materials created for the grant project such as...
 - Reports and studies (i.e. updates to Master Plans, ERI's)
 - Flyers
 - Lesson plans for integrating project into curriculum
 - Social media posts and other outreach campaign materials such as email, mailings, etc.
 - News articles



Game on!

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."

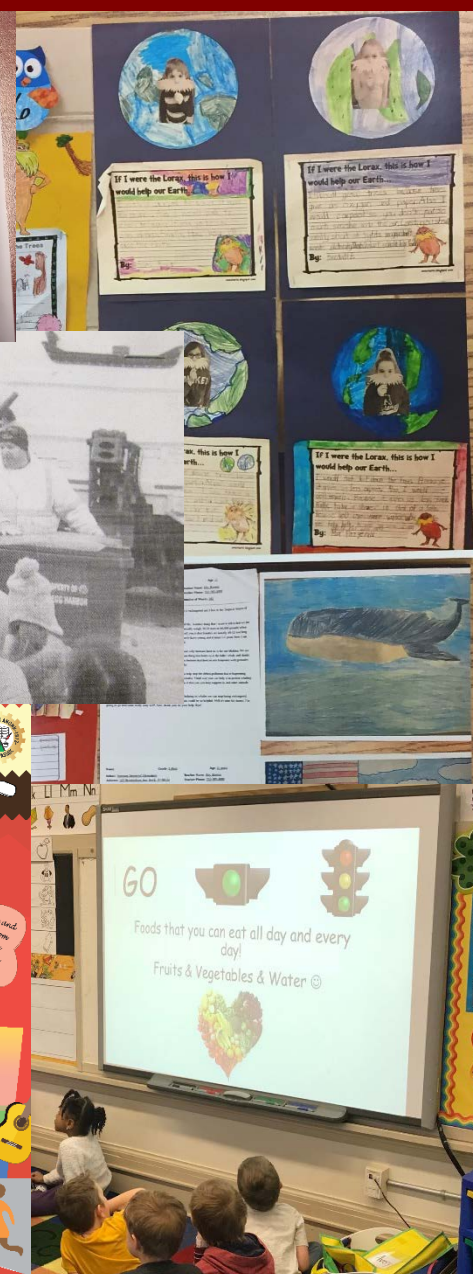
Just Love This

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 2 shooting right now tonight on FOX 29 News at 10 and 11!



Final Report Sections



- Sample materials should also include signage or other documentation that recognizes the grant sponsor and the Grants Program
 - Signage is a requirement for the large (\$10,000 and \$20,000) grants where applicable
 - If signage is not applicable, fulfill this requirement by including recognition on promotional or outreach materials
 - Flyers
 - News articles
 - Social media posts



GreenerToGo!

What's In The Bag?
Depending on your take-out order, you should have gotten some more sustainable packaging along with a bright green reusable bag to keep. The brown Bio-Plus Earth containers are competitive in price, made in the U.S.A. from 100% recycled paper (minimum of 35% post-consumer content, 100% processed chlorine free). Bio-Plus and Southern Champion food trays can be recycled when cleaned of food. The Eco Products soup containers included in some orders are not recyclable, but are made with 24% post-consumer recycled content which helps save natural resources. Their lids are not recyclable but are made from PLA, a plant based plastic from 100% renewable resources rather than oil.

Why Change The Take-out Packaging?
We wanted to reduce plastic and Styrofoam consumption by putting more sustainable take-out options into the hands of local restaurants. No material is perfect, all will impact the environment in different ways, but some are better than others! We could all supply our own reusable containers for take-out but the next best solution is for restaurants to switch to more ecofriendly packaging.

Tell Us What You Think
Join the conversation, visit our website, post on social media, and share your ideas. Let us know how important take-out packaging is to your choice of restaurant and we will report back to local restaurants.

Tag us: #GreenerToGo

www.greenerwego.org

Sponsored By
Greener To-Go is a project of the green teams of Millburn, Maplewood, and South Orange and was made possible through a Sustainable Jersey grant funded by the PSEG Foundation. Thank you to the restaurants that volunteered to participate!

MPLWD GREEN
MAPLEWOOD GREEN TEAM

SUSTAINABLE JERSEY
MILLBURN
A Better Tomorrow, One Community at a Time

07♥79
SOUTH ORANGE GREEN TEAM & ENVIRONMENTAL COMMISSION

PSEG
Foundation



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SUSTAINABLE JERSEY
SOUTH PLAINFIELD
CERTIFIED

Grants Program
funded by the

PSEG Foundation

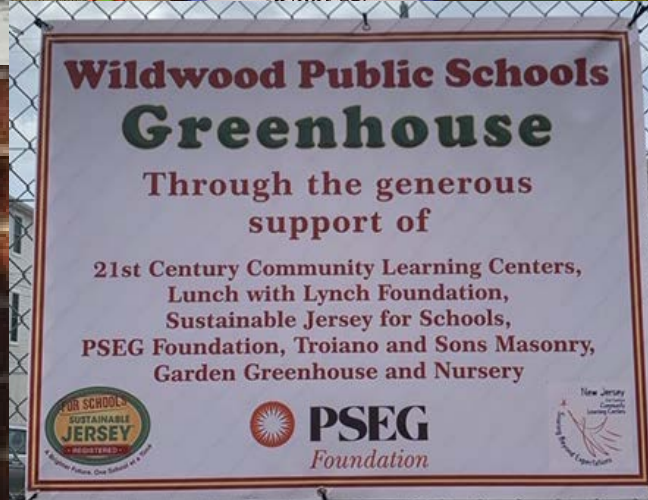
Video Produced by
National Creative Group

South Plainfield Green Team

268 views

5 0 SHARE SAVE

Sponsor Signage



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





Final Report Sections

- Lessons Learned
- Project Expenditures
 - Choice of text box to fill in or document upload

VI. Project Expenditures

Please provide an itemized list of expenses paid for by the grant funds. For Example: Garden Plants: \$525.00, Tools (rakes and shovels): \$125.00, etc. Be sure to include a correct accounting of the grant expenditures to ensure that the grant closeout process is as efficient as possible. **Funds may not be kept in reserve.** The expenditures can be listed in the text box below OR provided via an uploaded file.

If there is funding leftover after the proposed project is complete, grantees then have two options: either closing the grant out as-is, which means they would have to return/relinquish any remaining funds, or requesting an opportunity to finish spending down the funds. The grant will remain open during the time required to finish spending the funding and the final report could not be submitted until after all of the desired funding has been spent. Any funding remaining that the recipient does not wish to spend will be returned/relinquished to Sustainable Jersey. Requests should be sent to grants@sustainablejersey.com. Leftover funding can be used toward any eligible expense for a project related to any of the Sustainable Jersey actions or that will support the green team.

The uploaded files must be in PDF format. Multiple documents can be combined into one file. If you upload the wrong pdf, you can overwrite the file by uploading the correct pdf.

Has the entire grant been spent? *

No ▾

Does your team want to spend down the remaining funds or close the grant as-is? *

Spend Down Remaining Funds
Close Out As-Is

Can then decide to close out as is or spend down the remaining grant funding on additional project materials or green team expenses. **MUST** be preapproved before remaining funding can be spent.



Final Report Sections

- Project Expenditures submissions...
 - Can be an itemized list for \$2,000 grants (financial documentation is not required)
 - Must include an itemized list and financial documentation for large (\$10,000 or \$20,000) grants

- Can submit ledgers (see right), receipts, paid purchase orders, etc.



Date & Time Town Name Page No: 1

Budget Account Status/Transaction Audit Trail

Range of Accounts: Account No. Include Cap Accounts: Yes As Of: 01/29/18
 Current Period: 01/01/13 to 01/29/18
 Note: Transaction Beginning Balance includes all Adds/Changes occurring on or prior to the As of Date
 * Transaction is included in Previous and/or Begin Balance ** Transaction is not included in Balance
 En = PO Line Item First Encumbrance Date BC = Blanket Control BS = Blanket Sub

Account No	Description	Adopted Expended YTD Expended Curr	Amended Encumber YTD	Transfers Reimbrsd YTD Reimbrsd Curr	Modified Canceled Pd/Chrgd YTD	Balance YTD %Used Unexpended			
Date	Transaction Data/Comment			Vendor/Reference			Trans Amount	Trans Balance	User
Account No.	SUSTAINABLE NEW JERSEY REBATE PROG								
Account No.	SUSTAINABLE NEW JERSEY REBATE PROG	0.00	10,000.00	0.00	10,000.00	0.00 100			
		10,000.00	0.00	0.00	0.00	0.00			
		10,000.00		0.00	10,000.00				
Begin Balance: 01/01/13									
11/18/14	PO 14-01972 1 Paid Ck 47882 REBATE FOR DISHWASHER 08630					En 10/28/14	50.00-	10,000.00	AB
11/18/14	PO 14-01973 1 Paid Ck 47820 REBATE FOR DISHWASHER 01162					En 10/28/14	50.00-	9,900.00	AB
11/18/14	PO 14-01974 1 Paid Ck 47809 REBATE FOR CLOTHES WASHER 00802					En 10/28/14	75.00-	9,825.00	AB
11/18/14	PO 14-01975 1 Paid Ck 47883 REBATE FOR WASHER 08631					En 10/28/14	75.00-	9,750.00	AB



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 for Schools Grants Program
2019 PSEG \$2,000 Grant

Final Report - 2020-03-25 10:55:25am

[Print](#)

[Print Final Report](#)

[Upload Additional Files](#)

[Logout](#)

- 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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