



Redwood Education Grant Program – Redwood Visit
 Final Report Form & Requirements
for Grants Awarded in 2016

The due date for your organization's final report is listed on your grant agreement

SECTION 1 – SUMMARY INFORMATION ABOUT THE PROJECT & YOUR ORGANIZATION (required)

Project Title:		
Organization Name:	Grant Ref #: EDUG – 2016 –	<input style="width: 40px; height: 20px;" type="text"/>
Project Director Name:	Title:	
Address:		
City:	State:	Zip:
Phone: ()	Fax: ()	Email:
Web Site Address: <i>Please list your organization's URL so the League may provide a link to your website.</i>		
Project Quote (for publicity purposes): <i>Please insert one quotation here that captures the success or uniqueness of your project (remember to list the name of the person who said the quote and their relationship to your organization). Attach any additional quotations for our use in promoting your project.</i>		
Final # of Participants Served:	Final Total Cost of Project: \$	
Final Project Timeline: From:	To:	

Signature of Project Director

Date

SECTION 2 – NARRATIVE (*required*)

All grant recipients: As part of your final report, we require a detailed narrative (in PDF format) describing the results and outcomes of your project. **We do appreciate clarity and brevity:** your narrative should be 2-3 pages long.

Please **address each of the following** topics in your narrative and attach it to the completed final report form (page 1). Be sure to a) present your narrative topically, using the numbered headings below, and b) fully develop the Project Summary, Target Audience, and Evaluation sections.

1. **Project Summary:**

- Describe your classes' field trip. What did you do to supplement the field trip? (pre-lessons, post-lessons, species reports, reflection writing)
- What were your goals for the field trip and how did you meet those goals?

2. **Target Audience:**

- Who benefited from your project? Describe the project's target audience in detail, especially ages, ethnic, and socioeconomic makeup.
- How many people ultimately participated in the project?

3. **Tasks/Activities and Time Line:**

- Outline the final timeline of the project; include major activities, achievements, and crossroads.

4. **Evaluation:**

- How did you evaluate your project? Was it successful, did you accomplish your project goals?
- Explain how you shared information and results with your collaborators and the public.
- Describe any unanticipated program(s) or project(s) your League grant inspired, as applicable.
- How will your program/project continue past this funding year?

5. **Project Products:** Please attach copies of all program products developed as part of your grant award, including:

- Photographs – **please ONLY send electronically, by CD, email or dropbox**
- Participant artwork, writings, songs, science project summaries and observations
- Curricula, activity sheets, publications, and/or resource lists
- Evaluation forms and/or student feedback
- Press releases

6. Final Financial Report:

- Include a financial report that accounts for your project’s actual expenses in comparison with your original budget.
- Tailor the sample below to the specific requirements of your project. Explain any significant variances between the budget and actual expenses in narrative form.

SAMPLE: Environmental Education Project—Final Financial Report			
SUMMARY OF FUNDING SOURCES			
Sources and amounts of funds received to date	<u>Budgeted</u>	<u>ACTUAL</u>	<u>SRL</u>
State Parks	\$4,000	\$	\$
Save the Redwoods League	\$3,000	\$	\$
Philanthropic foundation(s)	\$12,000	\$	\$
Sub-total	\$19,000	\$	\$
<i>In-kind contributions</i>			
School District, substitute teacher pay	\$1,000	\$	\$
Sub-total	\$1,000	\$	\$
<i>Pending funding still needed to complete project</i>			
Grants pending	\$2,000	\$	\$
Sub-total	\$2,000	\$	\$
Total Funding	\$22,000	\$	\$
DETAILED SUMMARY OF EXPENSES			
Human Resources—Program Development & Evaluation	<u>Budgeted</u>	<u>ACTUAL</u>	<u>SRL</u>
Research, development, and evaluation	\$3,000	\$	\$
Curriculum development, intern recruitment and training	\$3,000	\$	\$
Specialist for program management and evaluation	\$2,000	\$	\$
Substitute teachers pay (in-kind contribution)	\$2,000	\$	\$
Sub-total	\$10,000	\$	\$
<i>Materials and Supplies—Program Development</i>			
Intern training supplies	\$1,500	\$	\$
Intern recruitment supplies	\$500	\$	\$
Meeting supplies and hospitality	\$1,000	\$	\$
Sub-total	\$3,000	\$	\$
<i>Materials and Supplies—Program Implementation</i>			
Curriculum materials	\$2,000	\$	\$
Curriculum layout and design	\$2,000	\$	\$
Curriculum printing	\$5,000	\$	\$
Sub-total	\$9,000	\$	\$
Total Expenses	\$22,000	\$	\$