

**Education Grants Program**

**2018-19 Final Report Narrative for the Redwood Visit Category**

***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****. 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?

1. ***Target Audience*:**

* Who benefited from the field trip? How many people ultimately participated in the project?

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

* Outline the final timeline associated with the field trip; include major activities, achievements, and crossroads.

1. ***Evaluation*:**

* How did you evaluate the success of your field trip? Did you accomplish your project goals?
* Explain how you shared information and results with the school and community.
* Describe any unanticipated program(s) or project(s) your League grant inspired, as applicable.
* How will your program/project continue past this funding year?

1. ***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

1. ***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.
* Note: The financial report will be used for internal purposes only. After reviewing your report, Save the Redwoods League *may also require you to submit receipts.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| SAMPLE: Environmental Education Project—Final Financial Report | | | | |
|  | **Summary of Funding Sources** |  |  |  |
| ***Sources and amounts of funds received to date*** | | *Budgeted* | *Actual* | *SRL* |
|  | State Parks | $4,000 | $ | $ |
|  | Save the Redwoods League | $3,000 | $ | $ |
|  | Philanthropic foundation(s) | $12,000 | $ | $ |
|  | Sub-total | $19,000 | $ | $ |
| ***In-kind contributions*** | |  |  |  |
|  | School District, substitute teacher pay | $1,000 | $ | $ |
|  | Sub-total | $1,000 | $ | $ |
| ***Pending funding still needed to complete project*** | |  |  |  |
|  | Grants pending | $2,000 | $ | $ |
|  | Sub-total | $2,000 | $ | $ |
|  | **Total Funding** | **$22,000** | **$** | **$** |
|  | **Detailed Summary of Expenses** |  |  |  |
| ***Human Resources—Program Development & Evaluation*** | | ***Budgeted*** | ***Actual*** | ***SRL*** |
|  | 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 | $ | $ |
| ***Materials and Supplies—Program Development*** | |  |  |  |
|  | Intern training supplies | $1,500 | $ | $ |
|  | Intern recruitment supplies | $500 | $ | $ |
|  | Meeting supplies and hospitality | $1,000 | $ | $ |
|  | Sub-total | $3,000 | $ | $ |
| ***Materials and Supplies—Program Implementation*** | |  |  |  |
|  | Curriculum materials | $2,000 | $ | $ |
|  | Curriculum layout and design | $2,000 | $ | $ |
|  | Curriculum printing | $5,000 | $ | $ |
|  | Sub-total | $9,000 | $ | $ |
|  | **Total Expenses** | **$22,000** | **$** | **$** |