



100 YEARS IS JUST THE BEGINNING

## Education Grants Program

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

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**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?

**2. Target Audience:**

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

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

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

**4. 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?

**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.
- 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.*

<b>SAMPLE: Environmental Education Project–Final Financial Report</b>			
<b>SUMMARY OF FUNDING SOURCES</b>			
<i>Sources and amounts of funds received to date</i>	<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	\$	\$
<b><i>In-kind contributions</i></b>			
School District, substitute teacher pay	\$1,000	\$	\$
Sub-total	\$1,000	\$	\$
<b><i>Pending funding still needed to complete project</i></b>			
Grants pending	\$2,000	\$	\$
Sub-total	\$2,000	\$	\$
<b>Total Funding</b>	<b>\$22,000</b>	<b>\$</b>	<b>\$</b>
<b>DETAILED SUMMARY OF EXPENSES</b>			
<i>Human Resources–Program Development &amp; Evaluation</i>	<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	\$	\$
<b><i>Materials and Supplies–Program Development</i></b>			
Intern training supplies	\$1,500	\$	\$
Intern recruitment supplies	\$500	\$	\$
Meeting supplies and hospitality	\$1,000	\$	\$
Sub-total	\$3,000	\$	\$
<b><i>Materials and Supplies–Program Implementation</i></b>			
Curriculum materials	\$2,000	\$	\$
Curriculum layout and design	\$2,000	\$	\$
Curriculum printing	\$5,000	\$	\$
Sub-total	\$9,000	\$	\$
<b>Total Expenses</b>	<b>\$22,000</b>	<b>\$</b>	<b>\$</b>