Redwood Connect Grants
Final Report Form & Requirements
For Grants Awarded in 2020

SECTION 1 – PROJECT SUMMARY

Organization Name:

Project Director: *(Primary contact for all grant related material)*	Title:

Project Title:

Project Quote (for publicity purposes): *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.*

Final # of Participants Served:	Final Total Cost of Project: $

Final Project Timeline:	From:	To:

SECTION 2 – NARRATIVE *(required of all grantees)*

Please complete the Final Report Narrative for the specific grant category your grant is for (ie. Redwood Visit or Forest Immersion). Attach the narrative to this final report form as one PDF. **All of the questions** must be addressed for your proposal to be considered. We request that you present your narrative topically, using the numbered headings outlined in the narrative. **We do appreciate brevity & clarity!**

Redwood Connect Grants

2020-21 Final Report Narrative for the <u>Forest Immersion Category</u>

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 3-4 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 project, including the main goal(s), how specific objectives were achieved, and the methods used.
   - Describe how your project has helped further the League's redwood education efforts and helped build or deepen participants' connection to redwoods.

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 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.

5. COVID-19
   - How did COVID-19 impact your programming? How did you adapt?

6. *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
   - any other supporting materials

7. *Final Financial Report*:

- Include a financial report that accounts for your project's actual expenses in comparison with your original budget.

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	$	$