



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

SECTION 1 – PROJECT SUMMARY

Organization Name:		
Project Director: <i>(Primary contact for all grant related material)</i>	Title:	
Project Title:		
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:

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 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?

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. **COVID-19**

- Explain how COVID impacted your programming? How did you adapt?

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. A sample budget is below.



Save The Redwoods

L E A G U E

SAMPLE: Environmental Education Project—Final Financial Report

SUMMARY OF FUNDING SOURCES

<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	\$	\$
<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

<i>Human Resources—Program Development & 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	\$	\$
<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	\$	\$