

•
•
•
•
•
•
•
•

Catskill Watershed Corporation

Public Education Grant Final Report, Round 11

Organization _____

Address _____

Project Title _____

A. Summary:

On up to two separate pages, please attach typed answers to the following questions:

- 1) Explain the project or program and its primary goals. Were those goals met? Why or why not?
- 2) What was the target audience and where was it located? How did you reach them? How many children and/or teachers participated?
- 3) What activities, trips, performances, workshops, presentations, classes or demonstrations were conducted as part of this project/program? Please list activities, dates and locations.
- 4) List collaborating organizations/schools, if any, and the results/outcomes of those collaborations. Will those connections be continued?
- 5) If the funded project/program changed significantly from that indicated on your original proposal, please explain the change and the reason for that change.
- 6) **How did you evaluate the impact of the project/program on the audience? Describe the evaluation tool utilized and how you quantified/examined audience/participant responses.** What do you anticipate will be the long-term effect of this project/program on the audience? On the community? Can it or will it be used as a model elsewhere?
- 7) Is the project/program part of a long-term or phased-in undertaking? Where do you propose to seek additional funding to continue this project/program?

B. Budget:

Complete the attached Budget Reconciliation Form and include copies of all applicable invoices, receipts, signed agreements with consultants/performers outlining fee schedules, etc. **IMPORTANT:** For each expenditure, you must show that the supply or service was **ORDERED** (invoice/letters of agreement etc.), and that it was **PAID FOR** (receipt, credit card statement, cancelled check). **PLEASE READ THE ATTACHED BUDGET RECONCILIATION INSTRUCTIONS CAREFULLY BEFORE ASSEMBLING FINAL REPORT.**

C. Documentation:

Please provide documentation of your project: newspaper clippings, photographs, videos, flyers, posters, study guides, student journals or data sheets.

**Catskill Watershed Corporation (CWC)
Public Education Program
Grant Budget Reconciliation, Round 11**

A Recipient's Name and Address

B School/organization ID Number

C Telephone Number; Email

D Revenue

1 CWC Grant	1		
2 Other grants (attach a separate schedule)	2		
3 Cash/in-kind donations	3		
4 Total Project Income (ADD lines 1,2,3)			4

E Expenditures

CWC Grant

In-kind and other

		CWC Grant	In-kind and other
5 Personnel	5		5
6 Consulting	6		6
7 Equipment (items over \$500)	7		7
8 Services	8		8
9 Communication	9		9
10 Supplies (items under \$500)	10		10
11 Travel	11		11
12 Grant Administration	12		12
13 Miscellaneous expenses (attach a separate schedule)	13		13
14 Project Expenses (ADD lines 5 through 13)	14		14
15 TOTAL: Combined Line 14 totals			15

F Balance Remaining (SUBTRACT line 15 from line 4)

F

G Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete.

Please Sign Here

Signature of Officer

Date

Type or Print name and title

Note: All remaining funds shall be remitted to CWC upon completion of the project.

Grant Budget Reconciliation Instructions

Line #	Instructions
A	Recipient's name and mailing address
B	Employer federal identification number
C	Telephone/email of the preparer
D	1 Grant funds received from CWC
	2 A separate schedule should be attached; itemizing all other grants received under the project
	3 Cash and non-cash donations received under the project
	4 Total of all project funding
E	5 All wages and fringe benefits paid under the project to school/organization staff: List personnel
	6 All professional consultants paid under the project [i.e. web designers, presenters etc.]
	7 All equipment purchases over \$500. Attach list of equipment and costs
	8 All services paid under the project (copying, printing, videotaping, etc.)
	9 All telephone and postage expenses
	10 All equipment costing less than \$500, and program/office supplies
	11 All travel expenses incurred under the project (train fare, bus rental, mileage at IRS rate: .4 \$.55 (2009) List person traveling; date; destination; mileage
	12 Grant administration (must not exceed 15% of project cost)
	13 Itemize expenses that do not fall under the above categories. (Food and meals are not fundable.)
	14 Total CWC and non-CWC funded-expenses
	15 Grand total of all project expenses (combined line 14)
F	Balance of funds remaining under this project (to be returned to CWC)
G	Authorized signature (should be the same as the contract signatory), name, date and title

Supporting documentation must accompany the reconciliation. Documentation consists of invoices, vouchers or agreement letters showing materials or services were purchased; (Purchase Orders (POs) are not valid documentation); PLUS copies of canceled checks, money orders, cash receipts and/or credit card statements showing that materials, services, etc. have actually been received and paid for.

Organize documentation by expense category (ie: clip all equipment receipts together; all supply receipts together, etc.) and submit with Final Report narrative and Budget Reconciliation Form.