

**Sustainable Jersey Grants Program**

**Grant Recipient Final Report**

Funded by:



**I. Instructions**

This is a template you can use to plan out your final report before submitting it via the webform [here](https://webportalapp.com/webform/njea-sjs-grants).

If you have any questions or concerns regarding the Final Report, your grant award project, or the Sustainable Jersey Grants Program, please contact Kaitlyn Vollmer at grants@sustainablejersey.com or by phone at 609-771-3189.

**II. Grantee Information**

**School Name (if Applicable):**

**School District:**

**County:**

**School District Employer Identification Number (EIN):**

*Please contact your Business Administrator or Chief Financial Officer to obtain the EIN.*

**Name of Person Submitting Report:**

**Title:**

**Phone Number:**

**Email Address:**

**III. Fiscal Contact Information**

*\*The fiscal contact, such as the business administrator or CFO, will receive the final check after approval of the final report and expenditures.*

**Name:**

**Title:**

**Phone Number:**

**Email Address:**

**Mailing Address:**

**IV. Project Summary**

**A. Project Title Description**

The title of the grant project and a brief description (3-5 sentences) of the completed grant project that highlights the grant outcomes and impacts. This description will be provided to the grant sponsor, posted on the Sustainable Jersey for Schools website, and used in Sustainable Jersey Grants Program-related materials.

**Project Title:**

**Project Description:**

**B. Variations from Original Proposal**

A summary of any modifications to the grant project, activities, and outcomes outlined in the original grant proposal. All significant project modifications should have been approved by Sustainable Jersey before they were implemented. View the terms and conditions for project modifications [here](https://www.sustainablejerseyschools.com/grants/grant-recipient-information/project-modifications/) on the Sustainable Jersey for Schools website.

**If there are no variations from the original proposal, simply write "none" in the text box.**

**If you had a significant project modification, was it approved by Sustainable Jersey?** *Y/N/Did not have a project modification*

**Variations from Original Proposal:**

**C. Grant Impact**

The impact of the grant project on the school community. This includes what was accomplished, who is benefitting and how, and next steps (i.e. could the project potentially be expanded and/or lead to other sustainability initiatives).

**Approximately how many people were impacted by this project?**

**What was accomplished/who is benefitting and how:**

**Future Plans:**

**D. Community Outreach Efforts**

A summary of the community outreach efforts that were undertaken to share information on the project with the community, such as a "ribbon-cutting" ceremony, Board meetings, tabling at events, project signage, print communications, website content, social media posts, etc. These efforts should include promotion of the grant award AND, more importantly, promotion of the completed project and its benefits.

**Summary of Community Outreach Efforts:**

**Does the school/district plan on holding a community event?** *Y/N/Already Held*

**Description of the Event *(If you answered the above question with “no”, explain why not here instead)*:**

**Date of the Event *(If not holding an event, just write N/A in the text box)*:**

**If the event already occurred you will be asked to upload at least one photo from the event to the final report.**

**If the event has yet to occur, please send an invitation to Sustainable Jersey at** **grants@sustainablejersey.com** **at least two weeks out from the event, if possible—we will coordinate with NJEA to send representatives.**

**IV. Supporting Documentation**

**A. Sample Materials**

You will be asked to upload **samples of communications distributed to the school community related to the grant project** (i.e. articles, flyers, reports, or other educational materials). Sample materials should include **sponsor recognition** (both Sustainable Jersey and the NJEA).

 **B. Photographs**

**At least TWO photographs depicting the grant project and/or related activities are required**. You will be asked to upload two or more.

Whenever possible, the photographs should include members of the school community. In the textbox below, please provide a description of each photograph (i.e. Photo 1 - Ribbon cutting ceremony for new school garden, Photo 2 - project details etc.). Then upload each photograph in .jpg or .png format separately.

Sustainable Jersey reserves the right to use these photographs in reports to the grant program sponsor, presentations, and other Sustainable Jersey program-related materials.

**Descriptions of Photographs:**

 **C. Grant Sponsor Acknowledgement**

Grant recipients are required to acknowledge Sustainable Jersey for Schools and NJEA as the project funders in promotional materials and with the installation of a sign (if applicable). **You will be asked to upload documentation that this requirement has been met.** This can include sample materials listing them as a sponsor and/or a copy of the sign installed at the project site.

If Sustainable Jersey for Schools and/or NJEA logos are needed, please direct your requests to grants@sustainablejersey.com.

**SIGNAGE**

**If you are unsure if your project qualifies for this requirement, please contact us.** An example sign would read: "This community garden was made possible by a $10,000 Sustainable Jersey for Schools grant funded by NJEA ". Sponsor logos can also be included on the sign.

If you have any questions regarding the sign requirement or need copies of the logos, please contact Kaitlyn Vollmer at grants@sustainablejersey.com or at 609-771-3189.

**Have you installed a sign recognizing Sustainable Jersey for Schools and the NJEA as funders at the project site?** *Y/N/Not Applicable to the Project*

**If applicable, you will be asked to upload a photo of the installed sign. If you have not yet installed your sign, contact Kaitlyn Vollmer at grants@sustainablejersey.com**

**SPONSOR ACKNOWLEDGEMENT**

Sample materials requested in Section A: Sample Materials should include at least one example of sponsor recognition. Any grant-funded materials should acknowledge the grant sponsors. **Provide a brief summary of how Sustainable Jersey for Schools and NJEA were recognized as funders through sample materials, promotional/educational events, signage, etc.**

**How were Sustainable Jersey for Schools and NJEA acknowledged as grant funders of your project?**

**VI. Lessons Learned**

Please reflect on lessons learned in completing this project.  This includes:

* Any challenges you faced in completing the project and how they were overcome.
* Things you would do differently if you would undertake this project again.
* Advice would you give to someone about to undertake a similar project.

**Lessons Learned:**

**VII. Project Expenditures**

**A. Summary of Grant Expenses**

In order to close out the grant, **the expenditure information and documentation should provide evidence that the entire grant award has been spent.**

**LARGE GRANTEES ($10,000 Awards or More)**

Grantees were given half the funds at the start of the grant and then were expected to front the remaining half that they will be reimbursed for upon the completion of approval of the final report.

**A grant recipient will only be reimbursed for the amount represented by the expenditure report and backed up with financial documentation** in the form of paid invoices (must be certified as paid or include a copy of the check), paid receipts, or expenditure ledgers. Grantees will only be reimbursed for expenditures that are correctly documented. **Funds may not be kept in reserve.**

**SMALL GRANTEES ($2,000 Awards)**

Grantees were given the full award at the start of the grant. A grant recipient must provide a summary of the grant expenditures via **an itemized list** that includes the name of each line item and its cost. If the list does not add to the full award amount, it will be assumed that there is funding remaining that must either be spent or returned. **Funds may not be kept in reserve.**

**Has the entire grant been spent?** *Y/N*

**If you answered “no”, do you want to close out the grant as-is or spend down the remaining funds?**

**If you answered with “spend down remaining funds,” then do NOT submit the final report at this time and instead request an extension and project modification (if needed) to finish spending down the grant.**

**If you answered “yes” to the question about spending the entire grant, or answered “no” and want to close the grant out as-is, then provide a summary of grant expenses:**

**B. Budget vs. Actual Expenses**

**You will be asked to upload an excel sheet outlining the original budgeted costs vs. actual expenses**. Click here for a [sample budget vs. actual expenses template](http://www.sustainablejersey.com/fileadmin/media/Grants_and_Resources/Small_Grants/Reporting/Budget_vs._Actual_Expenses_Template.xlsx). You do not have to use this template to meet our requirements, but you must include a comparison of the itemized budget included in your original grant proposal with the actual grant expenditures, and also match expenditure documentation to the corresponding items on the expense template. This helps Sustainable Jersey expedite the final report review process.

**C. Supporting Documentation – FOR LARGE GRANTEES ONLY**

**You will be asked to upload supporting documentation for each grant expenditure** including either paid invoices (must be certified as paid or include a copy of the check), paid receipts or an expenditure ledger from the business administrator that corresponds to the expenses included in the Budgeted Vs. Actual Expenses spreadsheet.

**VIII. Grantee's Certification Declaration**

**Please attach a**[**Grantee Certification and Declaration**](https://www.sustainablejerseyschools.com/fileadmin/media/Grants_and_Resources/Small_Grants/Reporting/GranteeCertification.pdf)**signed and dated by either the business or other fiscal contact.**