



FINAL REPORT INSTRUCTIONS Ecosystems Program Project Grant

All C2000 Ecosystem grants require the submittal of a Final Report to document how C2000 and Match Funds were actually expended to complete the grant. The Scope of Work (SOW) in the grant agreement should be used as the basis for preparing the Final Report.

The SOW narrative and its budget explained who, where, when and how the project was *planned* to occur and its budget expended. The Final Report narrative and budget should explain who, where, when and how the project *actually* occurred and its budget expended.

Provide the following items for both reimbursement and project match:

- **A narrative (written report) explaining your project.** This should mirror your scope of work document.
- **Photographs**, if they help to explain and/or document your project.
- **Copies of grant deliverable**...if your project produced a deliverable or product, include two copies with the final report.
- Copies of **any and all** designs, plans, drawings, maps, letters, sign-off's, permits, etc. regarding the project.
- **Time sheets, log books, personal journals, etc.** - A record of all persons, dates, hours, times, and activities during the course of the project if you are seeking reimbursement or using labor as match. Documentation should also include verification of hourly rates charged in the grant. The current rate for volunteer time is \$10 per hour.
- Copies of **invoices, vendor billings, and dated, paid receipts** for all purchases, payments, products, or services.
- Front and back copies of canceled checks - for all purchases, payments, products, or services.
- **Or the following...**
- An auditable certified accounting system printout (i.e. QuickBook).
- **Complete listing of all subgrantees** and their required information, if applicable. A copy of Attachment D of the grant agreement can be used.
- Completed **Ecosystems Project Grant Accomplishments Report**. A copy of the report was provided in your grant packet or may be obtained from your Ecosystem Administrator.
- Signed **Balance Due** pay statement, if applicable.

These documentation items are absolutely essential in order to complete and close out all project grants. **Please contact your Ecosystem Administrator for assistance or further information.**