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# Catskill Watershed Corporation

## Public Education Grant Final Report, Round 17

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 17**

**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 <b>Total Project Income (ADD lines 1,2,3)</b>			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 <b>Project Expenses (ADD lines 5 through 13)</b>	14		14
15 <b>TOTAL: Combined Line 14 totals</b>			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: <b>List personnel</b>                                                                 |
|        | 6 All professional consultants paid under the project [i.e. web designers, presenters etc.]                                                                                |
|        | 7 All equipment purchases over \$500. <b>Attach list of equipment and costs</b>                                                                                            |
|        | 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 (2014)<br><b>List person traveling; date; destination; mileage</b> |
|        | 12 Grant administration ( <b>must not exceed 15% of project cost</b> )                                                                                                     |
|        | 13 Itemize expenses that do not fall under the above categories. ( <b>Food and meals are not fundable.</b> )                                                               |
|        | 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.**