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Catskill Watershed Corporation

Public Education Grant Final Report, Round 18

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 18

| | |
|---------------------------------------|--|
| 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 |
| 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 | <div style="border-bottom: 1px solid black; width: 100%; margin-bottom: 5px;"></div> <div style="display: flex; justify-content: space-between;"> </div> |
| | <div style="display: flex; justify-content: space-between;"> Signature of Officer Date Type or Print name and title </div> |

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¢\$.575 (2015) 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.