



Progress Report Form

Project Title:

Grant Agreement No.:

Grantee or Fiscal Sponsor:

Contact Name and Phone No.:

Grant Amount:

Grant Program: Mini LPOR School Yard Planning
 Conservation Excellence Habitat Restoration Special Initiative

GRANT AMOUNT REQUESTED:

(A progress payment will never exceed 50% of the grant amount or the maximum percentage of funds GOCO can expend for the project to date based on the program's matching requirements, whichever is less. Please see page 3 for details on the matching requirements for each program.)

CASH MATCH EXPENDED TO DATE:

OVERALL MATCH EXPENDED TO DATE:

TOTAL PROJECT COST TO DATE:

PERCENT CASH MATCH TO DATE:

PERCENT OVERALL MATCH TO DATE:

REIMBURSEMENT OF GRANT IS MADE UPON PROJECT PROGRESS AND SUBMISSION OF THE FOLLOWING ITEMS, DESCRIBED IN MORE DETAIL ON PAGE 2:

- 1) Wire transfer instructions from the grantee's or fiscal sponsor's banking institution on the bank's letterhead
- 2) A description of work completed and the project components implemented to date
- 3) Approved Project Budget
- 4) Actual Expense Worksheet, signed by finance department or accounting staff of grantee or fiscal sponsor
- 5) Copies of invoices/receipts for all cash expenditures over \$500 for Mini and School Yard grants or \$1,000 for LPOR, Planning, Conservation Excellence, Habitat Restoration, and Special Initiative grants
- 6) Statements detailing the value of donated services/materials/equipment (in-kind), if any
- 7) Explanation of staff time spent on this project to date, if any

Please read the following statements, sign and date below to verify their accuracy.

1. The grantee is in compliance with the terms and conditions of the GOCO Grant Agreement.
2. All project documentation is true and accurate reflecting only those eligible costs incurred and paid to date as described in the project application approved by the GOCO Board. The grantee or fiscal sponsor certifies that it has on file invoices, receipts, contracts, and/or proof of payment for the costs incurred and will maintain those records for inspection by GOCO or GOCO's auditors for a period of five years, in accordance with the GOCO Grant Agreement.

By: _____ Date: _____

Printed Name: _____ Title: _____

Organization: _____

1. **WIRE INSTRUCTIONS** All grant reimbursements will be sent to you via wire transfer. The banking institution's transfer instructions must contain the bank name, account name, account number, routing number, and any additional instructions. Your internal instructions or voided checks will not be accepted.
2. **PROJECT DESCRIPTION** Describe the components of the project that have been completed to date and whether and how they differ from those proposed in the application.
3. **APPROVED PROJECT BUDGET** Submit a copy of the GOCO-approved project budget, which was attached to or accompanied the GOCO Grant Agreement.
4. **ACTUAL EXPENSE WORKSHEET** The actual expense worksheet is a financial breakdown of your actual expenses to date and assists GOCO staff in locating corresponding financial documentation within your report.

The Actual Expense Worksheet must:

- Be presented in the template provided by GOCO. It is available at www.goco.org.
- Track invoices in the order presented in the report.
- Account for every GOCO-eligible cost (including cash and in-kind match) associated with the project even though invoices for expenditures less than \$500 or \$1,000 (depending on the type of grant, as described below) will not be submitted.
- Be signed off on by a representative of the grantee's or fiscal sponsor's finance department or the person that does the accounting for the organization.

If staff time is included in the budget as GOCO or matching funds, include salary, taxes, and benefits for the staff person on the expense worksheet.

Description of Actual Expense Worksheet Columns:

- Invoice/Receipt Code: Include a label that corresponds to the labeled invoices/receipts and in-kind statements provided in the report. Organize all invoices/receipts in the same order as presented on the worksheet.
- Expense Description: Include the provider name as it appears on the invoice/receipt and a brief description of the expense or in-kind service.
- GOCO Cash: Indicate the amount of that invoice/receipt that will be paid for by your GOCO grant.
- Grantee Cash Match: Indicate the amount of that invoice paid for by the grantee.
- Grantee In-kind Match: Indicate the amount of in-kind match provided by the grantee.
- Partner Cash Match: Indicate the amount of that invoice paid for by sources other than the grantee. Include a column for each of the partners labeled with the name of each partner.
- Partner In-kind Match: Indicate the amount of in-kind match provided by sources other than the grantee. Include a column for each of the partners labeled with the name of each partner.
- Total: Indicate the total amount of the invoice/receipt.

5. INVOICES/RECEIPTS Enclose copies of invoices or receipts for all cash expenditures to date over \$500 for Mini and School Yard grants or \$1,000 for LPOR, Planning, Conservation Excellence, Habitat Restoration, and Special Initiative grants. It is very important that all invoices/receipts are labeled to correspond with the "invoice/receipt code" on your Expense Worksheet. Please include project-related expenses only. If necessary, identify project expenses from non-project expenses when an invoice or payment incorporates both. **DO NOT INCLUDE COPIES OF CHECKS.**

6. IN-KIND DOCUMENTATION To demonstrate in-kind contributions: 1) attach invoices or letters from the vendor or consultant identifying the value of the donated items or eligible volunteer time, and/or 2) include a written summary of the in-kind contributions. For labor, include a summary of how the value was obtained (number of hours, number of workers, rate per hour, etc.). For equipment, the invoice must include the number of hours it was used, the cost per hour, and a total. If a vendor provided a discount, the invoice that clearly notes that discount will suffice for documentation. Please label the in-kind breakdown(s) to correspond with the "invoice/receipt code" on the Expense Worksheet.

7. EXPLANATION OF STAFF TIME If staff time is included in the budget as GOCO or matching funds, please explain how much staff time has been devoted to the various tasks associated with the project, specifically the number of hours, number of workers, rate per hour, etc. Remember that fundraising activities cannot be counted as staff time for either GOCO or matching funds. If staff time is not included, you may skip this question.

PROGRAMS' MATCHING REQUIREMENTS:

Program	Minimum Cash Match Percentage	Minimum Overall Match Percentage
Mini	10%	25%
Planning	10%	25%
LPOR	10%	25%
Connect Special Initiative	10%	25%
School Yard	10%	25%
Generation Wild Special Initiative Implementation	10%	25%
Generation Wild Special Initiative Planning	10%	25%
Stewardship Impact Special Initiative	10%	25%
Habitat Restoration	12.5%	25%
Conservation Excellence	12.5%	25%