



Final 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:

CASH MATCH:

OVERALL MATCH:

TOTAL PROJECT COST:

PERCENT CASH MATCH:

PERCENT OVERALL MATCH:

(Please see page 3 for details on the matching requirements for each program.)

REIMBURSEMENT OF GRANT IS MADE UPON PROJECT COMPLETION 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 and evaluation of work completed and the project components implemented
- 3) Project Information and Components form, if applicable (see page 4)
- 4) Approved Project Budget
- 5) Actual Expense Worksheet, signed by finance department or accounting staff of grantee or fiscal sponsor
- 6) 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
- 7) Statements detailing the value of donated services/materials/equipment (in-kind), if any
- 8) Explanation of staff time spent on this project, if any
- 9) For construction projects, digital photographs of the completed project with installed GOCO signage
- 10) For restoration projects, digital photographs of the restoration site before and after completion of work
- 11) For Planning and Conservation Excellence projects, a copy of the final plan/report/documents completed

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 AND EVALUATION** Describe the components of the project that were completed and whether and how they differ from those proposed in the application. Evaluate whether the project as a whole and the individual components have been successful or helpful and why or why not.
3. **PROJECT INFORMATION AND COMPONENTS FORM** For construction projects, fill out page 4, which helps GOCO track project data.
4. **APPROVED PROJECT BUDGET** Submit a copy of the GOCO-approved project budget, which was attached to or accompanied the GOCO Grant Agreement.
5. **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 should include all expenses for the full length of the project, even if you submitted some expenses with a progress report previously and were reimbursed for those expenses through a progress payment.

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.
- Include salary, taxes, and benefits for each staff person if staff time is included in the budget as GOCO or matching funds.
- Be signed off on by a representative of the grantee's or fiscal sponsor's finance department or the person who does the accounting for the organization.

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.
6. **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.
 7. **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.
 8. **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.
 9. **CONSTRUCTION PROJECT PHOTOS** For construction projects, provide digital photographs of the completed project with installed GOCO signage. To order free GOCO signs, download the signage order form at www.goco.org or contact Matt Brady at mbrady@goco.org or 303-226-4520. If you would like to create custom signage at your own expense, please request a GOCO logo at info@goco.org.
 10. **RESTORATION PROJECT PHOTOS** For restoration projects, provide digital photographs of the restoration site before and after completion of the work.
 11. **PROJECT DOCUMENTS** For Planning and Conservation Excellence projects, please include copies of any plans, reports, maps, curriculum, surveys, or other documents produced as a result of this project.

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% |

Project Information and Components

Please read the following sections carefully and describe or select the applicable characteristics and components of your project.

1. The grantee or fiscal sponsor of this project acted on behalf of (school or other ineligible entity)
2. The project is located at a: Local Park Pocket Park Regional Park
 School Fairground Other
3. Was a certified CYCA Youth Corps used? Yes No
If so, which one? _____
4. Was another youth organization used in this project (FFA, Boy/Girl Scouts)? Yes No
If so, which one? _____
5. This project employed ___ youth for ___ weeks
6. This project: Constructed a new park Renovated existing amenities
 Replaced amenities Added new amenities
7. Aquatic Features: Pool Splash Pad
8. Environmental Education: Community Garden Indoor Facility Natural Play Area
 Outdoor Classroom Viewing Deck/Wildlife Viewing Area Interpretive/Environmental Signage
9. Skate Park
10. Playground: 2-5 years 2-12 years 5-12 years
11. Sports Fields/Courts: Baseball/Softball Field Basketball Court Multi-Use Field
 Soccer Field Tennis Court Multi-Use Rink/Court Volleyball Court
12. Trail: No. of miles: _____ Trail Linkage
13. Planning: River Corridor Plan Master Plan Site Plan Trails Plan