



MONROE COUNTY ENVIRONMENTAL FUND

Grant Reporting Requirements

Please follow the instructions below to report your grant. Reports are due within 6 weeks of completion of your grant. All grants are expected to be completed within one year, unless special variance is granted. The final 25% of grant funds will be received after this report has been submitted and reviewed.

- Please type and single space the report
- Provide the following information in this order using the headings indicated below

I. Your Organization & Project Information

- Date of Report
- Organization Name
- Project Title
- Amount of Grant Awarded
- Contact Person/Title
- Phone number, fax number, email address

II. Narrative

A. Results

- a. List the original goals and objectives of the grant, and tell how they were met during the grant period.
- b. List all the variables stated in the application that were used to evaluate effectiveness and environmental impact of the project. Provide details on how each variable was measured, the outcomes for each variable and whether it is considered to be successful.
- c. In what ways, if any, did the project vary from your original plans? Describe how and why.
- d. Describe any unanticipated benefits or challenges encountered with this project.
- e. Describe how collaborative/cooperative efforts with individuals and organizations involved in planning, implementing, funding and/or evaluating this project affected outcome.

B. Lessons Learned

- a. What are the most important outcomes and “lessons learned” from this project?
- b. What recommendations would you make to others working in this area on similar projects?
- c. If you were to do this project again, what would you do differently and why?
- d. Any other lessons/guidance that you would like to share?

C. Future Plans

What is your vision of this project over the next three years? What portions are going to be sustained or terminated, funding issues, etc?

D. Public Relations

- a. Provide a “human interest story” that helps explain the success of the project.
- b. Attach any printed material relating to the funded project: press, news items, brochures, pictures, letters of support, etc.
- c. Include a list of names and addresses of all volunteers associated with the project.

III. Financials

- A. Provide an updated budget using the budget format for the original application. Provide a narrative on any variances from the original projected budget.
- B. Provide copies of receipts documenting expenses how the grant dollars were spent

Send one copy of your report and supporting documents to:

Dan_Rock@monroemi.org

OR

Dan Rock
Recycling and Green Community Program Coordinator
2353 South Custer Rd.
Monroe, MI 48161