**Environmental Education Grants Program**



**FINAL REPORT: Due July 15**

*Complete and accurate information, including a signature and date, is required to process a request for reimbursement.*

Please submit this form, accompanied by supporting materials, and the Expense Reimbursement Request form (if applicable), to the DEP Project Advisor ([kbanski@pa.gov](mailto:kbanski@pa.gov)). Copy: [RA-epEEgrants@pa.gov](mailto:RA-epEEgrants@pa.gov).

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**Organization Name Grant Agreement # (C99XXXXXXX)**

**FINAL Report Scope of Work** - Please report on the status of project **“benchmarks”** and/or **“deliverables”** and any other project activities. Insert additional benchmark activity letters, if needed.

***Benchmarks and/or Deliverables*** (refer to Grant Agreement **Attachment D Scope of Work)**

A.

B.

C.

D.

E.

F.

G.

H.

I.

J.

**Benchmarks**

Were you able to complete the Project benchmarks and other activities by June 30?

Yes  No - If no, please provide an explanation.

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**Environmental Education Grant FINAL REPORT**

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**Organization Name Grant Agreement # (C99XXXXXXX)**

**Final Project Summary of Accomplishments**

Please provide a brief paragraph or two summarizing the Final project accomplishments. The summary may appear in DEP newsletters, social media, etc.  Describe the grant priorities (Climate Change, Water, and/or Environmental Justice) the project addressed, the audience(s), and project highlights.  Please forward pictures, and/or materials that have been created since the Midterm report through the Final report.

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**Assessment Tool/Evaluation results**

Describe how the target audience’s behavior(s) have changed as a result of being engaged in the project activities. Include a copy of the final assessment tool and summarize the evaluation results. Provide information reflecting audience barriers, “lessons learned,” and any recommended changes for future similar projects. (Attach additional sheets as needed).

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**Request for Reimbursement**

**Are you requesting a reimbursement of grant funds with the Final Progress Report?**

Yes  No ***If yes***, please submit:

1. The [Environmental Education Grants Program Expense Reimbursement Request Form 0110‑FM‑EEIC0105](http://www.depgreenport.state.pa.us/elibrary/GetDocument?docId=3233352&DocName=00%20ENVIRONMENTAL%20EDUCATION%20GRANTS%20PROGRAM%20EXPENSE%20REIMBURSEMENT%20REQUEST%20FORM.XLSX%20%20%3Cspan%20style%3D%22color%3Agreen%3B%22%3E%3C%2Fspan%3E%20%3Cspan%20style%3D%22color%3Ablue%3B%22%3E%3C%2Fspan%3E) (excel document):

2. The [Environmental Education Grants Program Invoice 0110-FM-EEIC0105A.](http://www.depgreenport.state.pa.us/elibrary/GetDocument?docId=4707932&DocName=01%20ENVIRONMENTAL%20EDUCATION%20GRANTS%20PROGRAM%20INVOICE.DOCX%20%20%3Cspan%20style%3D%22color%3Agreen%3B%22%3E%3C%2Fspan%3E%20%3Cspan%20style%3D%22color%3Ablue%3B%22%3E%3C%2Fspan%3E)

Click here for [Environmental Education Grants Program Expense Reimbursement Request Instructions 0110-FM-EEIC0105B](http://www.depgreenport.state.pa.us/elibrary/GetDocument?docId=4707956&DocName=02%20ENVIRONMENTAL%20EDUCATION%20GRANTS%20PROGRAM%20EXPENSE%20REIMBURSEMENT%20REQUEST%20INSTRUCTIONS.DOCX%20%20%3Cspan%20style%3D%22color%3Agreen%3B%22%3E%3C%2Fspan%3E%20%3Cspan%20style%3D%22color%3Ablue%3B%22%3E%3C%2Fspan%3E) on how to complete the Expense Reimbursement Request and the Invoice forms.

**Signature** of Project Director or Authorized Official Date

**(An ink pen signature or official electronic signature is required)**

Printed/Typed Name of Project Director or Authorized Official