**Environmental Education Grants Program**



**MIDTERM PROGRESS REPORT: Due January 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 documentation, including Midterm products and a drafted assessment plan and/or tool, to: [RA-epEEgrants@pa.gov](mailto:RA-epEEgrants@pa.gov).

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

**Midterm Progress Report Scope of Work** - Please report on project **“benchmarks”** and/or **“deliverables”** and any additional project activities.

***Benchmarks and/or Deliverables*** (refer to **Attachment D** of the **grant agreement**).

A.

B.

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D.

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J.

**Benchmarks**

Were you able to complete the Midterm benchmarks and other project activities by January 15?

Yes  No ***If no***, please explain.

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**Environmental Education Grant MIDTERM PROGRESS REPORT**

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

Are you able to complete the Project’s remaining benchmarks and other activities by June 30?

Yes  No ***If no***, please explain.

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**Midterm Project Summary of Accomplishments**

Please provide a summary of Midterm project accomplishments that may be shared in DEP newsletters, social media, etc.  Consider describing the project’s grant priorities (Climate Change, Water, and/or Environmental Justice), the audience, and the type(s) of behavior change you hope to achieve as a result of the project.  Please forward pictures, and/or materials that have been created July 1 through the date of the Midterm report.

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**Assessment Tool/Evaluation Plan**

Has a draft evaluation tool and/or plan for assessing the project been submitted to the Environmental Education & Information Center for review and feedback?  Yes  No

***If yes***, on what date?       ***If no***, please attach with the Midterm Progress Report.

**Request for Reimbursement**

**Are you requesting a reimbursement of grant funds with the Midterm 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) (**a live signature or official electronic signature is required**):

**Do you anticipate spending all of the project’s awarded funds by June 30?**

Yes  No ***If no***, please explain.

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Signature of Project Director or Authorized Official Date

Printed Name of Project Director or Authorized Official