### **Unity Gardens Final Grant Report**

**Instructions**

We hope the completion of your new native garden was successful for both you and your community! The last step to close your grant is submitting a Final Report. Please complete the steps below to finalize your Unity Gardens grant project and remain in good standing for future grants.

**Fall Grant Report Deadline:** November 15

**Spring Grant Report Deadline:** July 15

For our records, we prefer electronic files over hard copies. Please submit the items below to Joni Miller at [unitygardensaa@gmail.com](mailto:unitygardensaa@gmail.com) by the date above.

1. **Final Report Form** (Following Page)
2. **All invoices and receipts**
3. **Budget Spreadsheet** Using your original budget spreadsheet as a guide, create a copy of that budget and record your actual expenses using the submitted invoices and receipts.
4. **Refund Check** You will be asked to return money that was not used or for which you do not have a receipt. If you have unspent funds, please communicate with Joni about spending the remainder of the funds, submitting a check, or making an online refund payment.
5. **Photos** of the project, including photos of your volunteers at work, and before and after photos of the site. Please do not embed photos into this document. Attach them separately or use a shared Google folder so we can use them in social media and on our website to showcase your work. Be sure to [obtain permission](https://unitygardens.org/site/wp-content/uploads/2021/03/Volunteer-Sign-In-Sheet-1.pdf) from those you photograph.

**Unity Gardens Final Report Form**

Project Name:

Your Name and Email Address:

Please share 2-5 paragraphs about the implementation of your garden, about your volunteers, and the success of your project.

Provide a plan for how the project site will be maintained after installation, including designation of a maintenance supervisor for the next two years. Be specific about how you will communicate with volunteers and how often maintenance will be performed.

Share any positive or negative lessons learned that might be passed on to future grant recipients.

Share any information about the application, budget process, ability to locate native plants, or anything else that might be helpful to Unity Gardens in the future.

Would you be interested in volunteering for Unity Gardens in the future as a Board Member, Book Keeper, Tech support, Grant Mentor, or in another way? (Please tell us how you’d like to help. 😊)

If you’d like to help us share positive stories about our grant program and don’t mind us using your name, please compose a 1-2 sentence quote that we can share as we help others learn about grants for native plants!

*Thank you for being a part of the Unity Gardens Grant Program!*