

MWA Grant Program – Final Report Submission Guidelines for 2011-2012 Grant Recipients

Congratulations! Your project has been approved. Once your project is complete, please follow the below guidelines and submit your Final Report by June 30, 2012 in order to receive reimbursement. You do not need to submit this sheet of guidelines – only the Final Report Form on the following page.

Please remember, Metro Waste Authority will *not* consider reimbursement for:

- Personnel expenses, including volunteer and staff time
- Ongoing annual operating or project expenses
- Grants to individuals
- Projects not serving residents of Metro Waste Authority's service area
- Sales tax
- Any organization or group that receives other funding from MWA
- Political parties, campaigns, or candidates
- Organizations/associations redistributing funds to other groups
- Conference or seminar attendance
- More than \$2,500 for competitive grants and \$1000 for year-round grants per organization per fiscal year. Note that projects themselves can be greater than these amounts, but MWA will not reimburse more than this to any organization over the course of its fiscal year.

Final Report Checklist

Final Reports should not be placed in folders, report covers or binders, and they should only contain the items on the Final Report Checklist.

- Final Report Form (Next page)
- Final Report Letter– No more than 2 typed pages
 - Describe the project's results, outlining how it helped to meet MWA's mission
 - Outline the project's success. How was it measured and reported?
 - Describe other funding received and how the project was initially paid for
 - How your project will be sustained
 - How Metro Waste Authority's contribution was recognized in the process
- Break down of budget of the project, can be attached as an additional page
 - List/description of specific items and dollar amounts requested for reimbursement
 - Include copies or original proofs of payment for which the organization will be reimbursed upon approval by MWA. (i.e. receipts)
- Supplemental Materials (OPTIONAL)
 - Information on partnering organizations
 - High-resolution copied photos of the project documenting progress, volunteer efforts, signage, before/after shots, etc. Please no hard copies of photos unless you do not want them returned.

**MWA Grant Program Final Report
Report Form for 2011-2012 Grant Recipients**

Mail (DO NOT FAX OR E-MAIL) THIS FINAL REPORT AND OTHER DOCUMENTS TO:

Metro Waste Authority
Grant Program
300 E. Locust St., Ste. 100
Des Moines, IA 50309

GRANT RECIPIENT INFORMATION – PLEASE COMPLETE FULLY

Name of Organization:
Submission Date:
Mailing Address:
City, State, Zip:
Executive Director/CEO:
Contact Person (if not the Executive Director or CEO):
Phone:
Email:

PROJECT PRIORITY AREA - CHECK ONLY ONE

- recycling or composting
- pollution prevention (e.g., hazardous waste reduction and management, etc.)
- energy efficiency
- environmental education
- water quality protection and improvement
- cleanup events

YOUR TOTAL PROJECT BUDGET:

AMOUNT REQUESTED TO BE REIMBURSED FROM MWA:

PLEASE ATTACH YOUR LETTER OF RESULTS, BUDGET BREAKDOWN, AND ANY SUPPLEMENTAL MATERIALS TO THIS FORM.

SIGNATURE

To the best of my knowledge and belief, all information included in this Final Report is true and accurate, including the commitment of matching contributions.

Signature of Approved Contact Person:

Printed/Typed Name:

Title:

Date:

DO NOT COMPLETE – FOR MWA USE ONLY

- Approved**
- Denied**
- Not complete**

Date of check request: