

2019-20 Final Grant Report

Congratulations! Your project has been approved. Once your project is complete, please follow the guidelines below and submit your Final Report by June 30, 2020 to receive reimbursement.

Final Report Instructions

- The Final Report should only contain the items on the checklist below. 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
 - ✗ Political parties, campaigns, or candidates
 - ✗ Organizations/associations redistributing funds to other groups
 - ✗ Conference or seminar attendance

Final Report Checklist

- Final Report Form (Page 2)
- Letter of Results – 1000 words or less
 - Describe the project's results.
 - Outline the project's success. How was it measured and reported?
 - Describe other funding received.
 - Include how your project will be sustained.
 - Describe how MWA's contribution was recognized in the process.
- Breakdown of budget of the project (can attach as 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. copy of checks, sales receipts, invoices marked paid).
- Information on partnering organizations.
- Digital project photos documenting progress, volunteer efforts, signage, before/after shots. Digital photos must be emailed with your final report.
NOTE: We reserve the right to use any submitted photos to promote the grant program.



How to Submit

Once you've completed the form and required documents, you can submit your final report via email to jko@mwatoday.com.

Final Report Form (Must be completely filled out)

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

Budget Information

Total Project Budget: _____

Amount Requested for MWA Reimbursement: _____

Attachments: Include your Letter of Results, Budget Breakdown and any Supplemental material.

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

Check Request Date: ___/___/___