

Vermont Urban & Community Forestry Program (VT UCF)

Guidance for closing out grant-funded projects

Congratulations on completing your funded project!

Your final report is a summary of what you accomplished with the grant funds and required municipal match. If you have achieved all the deliverables outlined in your grant agreement before the end of the project period, you may choose to submit the final report and invoice ahead of the grant deadline.

To close out your project, your submission package should include the following:

- A final report
- A final invoice ([see sample here](#)). This should be on town letterhead.
- Any photographs related to the project, **as separate JPEG or PNG files**. Please do not copy and paste photographs into a Word document.

Final reports and final invoices should be submitted as **two separate documents together (along with any photo files) in a single email** and sent to ANR.FPRAgreements@vermont.gov. This single email may be submitted by anyone (town staff, volunteer project coordinator, etc.). Please cc elise.schadler@vermont.gov so that our UCF program staff is aware that the report has been submitted.

Final Report Template

As outlined in Attachment B (page 5) of your grant agreement, the final report should include the following components:

- A written list of expenditures, including match, comparing proposed budget outlined in grant application to actual expenditures.
- A short story about the project with available photo documentation (*photos should be submitted as separate JPEG or PNG files, not copied and pasted into a document*).
- Digital copies of all products developed as part of the project, if applicable.
- Digital copies of all RFPs or other procurement documents related to any portion of the work under the project performed by a subcontractor, as applicable.

If possible, these components should be combined into one PDF document.

The following fillable PDF is available as an optional resource to all VT UCF grant awardees; its use is not required. If using the template, download and save this PDF to your computer BEFORE beginning to edit.

Date:

Project End Date:

Grant Recipient:

Project Title:

Grant #:

Project Summary/Story:

Proposed Budget compared with Actual Budget

Project Component	Grant	Cash Match	In-Kind Match	Total
Personnel: proposed				
Personnel: actual				
Materials/Supplies: proposed				
Materials/Supplies: actual				
Equipment: proposed				
Equipment: actual				
Services: proposed				
Services: actual				
Travel: proposed				
Travel: actual				
Other: proposed				
Other: actual				
Total: proposed				
Total: actual				

Budget explanation: