

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 matching funds and services (if required). 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 or organizational letterhead and must include your grant agreement number.
- ☐ 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 documents and photo files) in a single email** and sent to elise.schadler@vermont.gov. This single email may be submitted by anyone (town staff, volunteer project coordinator, etc.).

Final Report Template

As outlined in Attachment B (page 3) of your grant agreement, the final report should include the following components:

- ☐ Documented expenditures in table format, including match and comparing the proposed budget outlined as above to actual expenditures and documented match.
- ☐ A detailed statement demonstrating final project deliverables according to the scope as detailed in Attachment A.
- ☐ A brief written story about the project with photograph documentation, if applicable, to be used by the Vermont Urban and Community Forestry Program to share the project. Possible uses include e-newsletter, blog post, website, and printed material.
- ☐ Provide digital copies of all products developed as part of this grant, if applicable. (This might include master plans, maps, inventories, or other printed materials.).

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 Name:

Project Title:

Grant #:

Project Metrics

If tree planting was a part of your project, how many trees were planted?

If tree maintenance was a part of your project (pruning, mulching, root invigoration, etc.), how many trees were maintained?

If tree removal was a part of your project, how many trees were removed?

If any, how many volunteers were engaged through your project?

If volunteers were engaged through your project, what is the estimated total number of volunteer hours contributed?

Scope of Work

Did the project achieve the Scope of Work as detailed in Attachment A (page 2) of the subaward agreement? Please explain.

Project Summary

Please provide a brief written story about the project to be used by the Vermont Urban and Community Forestry Program to share the project. Possible uses include e-newsletter, blog post, website, and printed material.

Proposed Budget compared with Actual Budget

Proposed Budget Table (refer to original application or Attachment B of subaward agreement)

Category	Award Amount	Cost-share: Cash and In-Kind	Total
Personnel (salary and fringe)			
Materials/Supplies			
Services			
Travel			
Other			
Total			

Actual Budget Table

Category	Award Amount	Cost-share: Cash and In-Kind	Total
Personnel (salary and fringe)			
Materials/Supplies			
Services			
Travel			
Other			
Total			

Budget explanation, if necessary: