

Project Name: _____

Applicant Name: _____



Final Report

This final report should be submitted within 30 days of completing your project. **If you have any questions about filling out this report, please contact the Office of Environmental Policy and Sustainability at 253-591-5172 or email sustainability@cityoftacoma.org.**

Today's date:

Name of project or event:

Grant number:

Date(s) of project or event:

Contact person (include address, email address, and daytime phone number):

Written Report

The written report must be three pages or less and answer the following questions:

1. What was completed as a result of your environmental grant?
2. How did the project or event meet the project outcomes described in your application?
3. How did the project affect the environment, including climate change adaptation and mitigation if applicable?
4. Explain how your project was successful, including what you might have done to make it more successful.
5. How many people were involved in your project or event?

Budget Information

Provide a complete listing of all money spent (including reimbursement requests already submitted). (Please use the budget form provided.)

Documentation

Please attach copies of all activity documentation you have available (including videos, press releases, digital photographs, sign-in sheets, informational handouts, etc.)

Feedback

1. What improvements could help the grant program operate more effectively?
2. Will you consider applying for another grant in the future? Please explain why or why not.

Project Name: _____

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Budget

| Item | Description and Quantity | Please explain the purpose of each item in your project | Amount |
|---------------------|--------------------------|---|--------|
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| TOTAL AMOUNT | | | |

Item: Necessary equipment, supplies, labor or other expense needed to complete your project.

Description and Quantity: Describe and quantify each item, being as specific and accurate as possible.

Amount: The monetary amount needed to purchase or acquire the corresponding item.

Total Amount: Please add all amounts in the Amount column.

Reminder:

Up to 10 percent of the grant may be spent on food, and up to 20 percent can be spent on overhead or general administrative costs. The grant cannot fund computers, digital cameras, video cameras or other portable electronic equipment (*may be waived at the discretion of the Office of Environmental Policy and Sustainability*). A disposable camera and film development may be included in the grant budget. If the designated grant recipient charges an administrative fee, you may include the fee in the grant budget.