**OFFLINE TEMPLATE**

Monarchs Across Georgia can only accept grant Final Reports online. This template is provided to assist in the completion of the online form. Responses may be composed and saved in this document then copied/pasted into the corresponding fields of the [FINAL REPORT ONLINE FORM](https://eeag.memberclicks.net/index.php?option=com_mc&view=formlogin&form=212140&return=L2luZGV4LnBocD9vcHRpb249Y29tX21jJnZpZXc9bWMmbWNpZD1mb3JtXzIxMjE0MD9zZXJ2SWQ9Mzk2MCZvcHRpb249Y29tX21jJnZpZXc9bWMmbWNpZD1mb3JtXzIxMjE0MA==) and submitted online by **July 30th, 2020**.

**Report Filer’s Information**

*Please provide an e-mail and phone number at which you can be reached during any month of the year.*

|  |  |
| --- | --- |
| First Name: |  |
| Last Name: |  |
| Email: |  |
| Phone: |  |
| Affiliation with School/ Organization/ Business | * Principal/ Director/ Owner * Employee * Volunteer |

**Agreement**

|  |  |
| --- | --- |
| *The* [*application for Pollinator Habitat certification*](https://eeag.memberclicks.net/index.php?option=com_mc&view=mc&mcid=form_198576) *has been completed. I understand that no fee is required for this certification and signage as it is a benefit of the grant.* | Yes, the online application has been completed. |
| *I certify that the appropriate authorizing agent, i.e., school principal, facility director, or business owner is aware of and supports this project, agreeing to the terms and conditions of the grant guidelines.* | I certify. |
| *I certify that in all cases in which structural or other improvements that required permission or approval from the School Board, Federal, State or local authorities were needed, we complied with all applicable policies and obtained all required permits or approvals.* | I certify. |
| *I confirm that all of the information in this application is true and accurate to the best of my knowledge.* | I confirm. |

Please complete the appropriate section below.

**School Information**

|  |  |
| --- | --- |
| School Name: |  |
| Principal’s Name: |  |
| Address: |  |
| City: |  |
| Zip: |  |
| Phone: |  |
| Fax: |  |
| Grades: |  |
| Type: | Public  Private non-profit |

**OR**

**Organization/ Business Information**

|  |  |
| --- | --- |
| Organization/ Business Name: |  |
| Owner’s Name: |  |
| Address: |  |
| City: |  |
| Zip: |  |
| Phone: |  |
| Fax: |  |
| Type of Organization/ Business: | * Day Care Facility * Farm * Library * Nature Center * Nursing Home * Park – City, County, State, Federal * Place of Worship * Plant Nursery or Garden Center * Senior Citizen Center * Other (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Status | * For profit * Non-profit 501(c)3 * Other (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Summary**

|  |  |
| --- | --- |
| Title: |  |
| Give a brief summary or abstract of what was accomplished with grant funding. (500 words maximum) |  |

|  |  |
| --- | --- |
| Has the work that was outlined in the proposal been completed? If not, why not? |  |
| Were all the funds expended according to the proposed budget? If not why not? |  |

**Educational Component**

|  |  |
| --- | --- |
| Who was your audience? |  |
| How many people utilized your project? |  |
| What did your audience learn about pollinators and their habitats? |  |
| If you created brochures, presentations, lessons/ activities games to accomplish your educational objectives, e-mail the documents to [maggrant@eealliance.org](mailto:maggrant@eealliance.org). | * Yes, I will e-mail educational materials. * No, I do not have any educational materials to share. |
| How did you measure the level of success in meeting your objectives? |  |
| What did you do to promote Monarchs Across Georgia’s Pollinator Habitat Certification program? |  |

**Partnerships and Sustainability**

|  |  |
| --- | --- |
| Download and complete the table below listing your partners. What did they provide (labor, technical expertise, supplies or equipment)? Please be specific when listing materials, supplies, etc. and estimate the number of man-hours or the monetary value of their donation.  Save the completed form and then e-mail the completed document directly to [maggrant@eealliance.org](mailto:maggrant@eealliance.org).  [Final Report Partner Contributions Summary](http://www.eealliance.org/assets/Documents/MAG/Habitat/final_report_partner_contributions_2015-16.xlsx) |  |
| How will this project be sustained going forward (maintenance, funding, etc.)?  Please be specific as to summer maintenance and extended mechanisms that are in place. |  |

**Photo Documentation**

|  |  |
| --- | --- |
| At least three photos highlighting the project’s accomplishments must be e-mailed to [maggrant@eealliance.org](mailto:maggrant@eealliance.org) in jpeg format. Each photo must be designated with a photographer’s name, date taken, and a description or title. Release form(s) must accompany photos.  [Photo Release Form](http://www.eealliance.org/assets/Documents/MAG/Habitat/image-release.pdf) |  |

**Budget**

|  |  |
| --- | --- |
| Download and complete the Excel spreadsheet below accounting for the spending of all grant monies. Scan all receipts. *Be sure that the receipts are readable.* Save the completed spreadsheet and then e-mail this document and all scanned receipts directly to [maggrant@eealliance.org](mailto:maggrant@eealliance.org).  [Final Report Budget Summary](http://www.eealliance.org/assets/Documents/MAG/Habitat/final_report_budget_summary_2015-16.xlsx) |  |