**DDOE Grant’s**





**Final Reporting Template**

**Length of Report:**

Please make the length commensurate with requirements in the Notice of Grant Award and the size of the grant.

**List your:**

* Project Title, and DDOE RFA and Project Number
* Entire Award Period, and any previously unreported Progress Report period
* Organization’s name
* Organization’s primary contact person(s) -- telephone, fax, and email

**Has your project been completed? If not, briefly summarize the completion status and barriers your project has faced.**

**For this final report, list your entire project’s:**

* Specific activities conducted

Activities are undertaken to achieve the outputs and outcomes. For example, materials developed and distributed, events hosted, etc.

* Outputs achieved

Outputs are short-term results achieved such as the number of rain gardens installed and pounds of nitrogen/phosphorous/sediment removed. *Outputs must be quantified*.

* Outcomes achieved (if applicable)

A project outcome is a medium- to long-term result that occurs. For example, an outcome could be increased public awareness of the effects of stormwater run-off.

*Note: You may include the Activities/Outputs/Outcomes detailed in previous Progress Reports and/or Work Plan.*

**Include in this final report copies of any materials produced as part of this project (marketing pieces, curriculum, interpretive signage, etc.).**

*Note: If you have submitted these materials with previous Progress Reports, you do not need to resubmit.*

**Detail your budget’s status. If your expenditures are off-track, please explain why. If on-track, you may submit an invoice for the remaining amount with this Final Report.**

[Filename: ]