**Pennsylvania Association of Conservation Districts, Inc**

**Educational Mini-Grant Final Report**

**Project Number:**

**Project Title:**

**District:**

**Project Contact:**

**Please provide a 2-3 sentence summary of your grant’s accomplishments specific to improving water quality and reducing nonpoint source pollution:**

**Please provide a general project overview** (In what way were the goals of your project achieved? Were there roadblocks? What changes would you suggest for future similar projects?)**:**

**Please provide a summary as to what degree your target audience has increased their knowledge in the following areas as a direct result of your project** (as determined by your evaluation results and other data)**:**

1. Your local watershed(s) and the concept of “We All Live Downstream”
2. Nonpoint Source Pollution reduction/prevention concepts
3. Your project’s focus topic (i.e., Agricultural BMPs, Stormwater Management, E&S Controls, Invasive Species, etc.)
4. Degree to which your target audience reported an intention to take action to improve local watershed(s)

1.

2.

3.

4.

**Have you or will you be providing any type of follow-up with your target audience to determine the actions they have taken as a result of your project** (If so, how? If this follow-up has already occurred, what were the outcomes? By what date will you file an addendum to your final report with any additional outcomes (if applicable)?)**:**

**Final Versions of ALL written materials, presentations, web materials, photographs, etc. (as outlined in your agreement) should be submitted electronically with this final report.**

**Reimbursement Request**

**Project Number:**

**Recipient (County):**

**Project Contact:**

Please provide an itemization of expenses. DO NOT SEND RECEIPTS. Keep them with your financial records, in case of audit. PLEASE ROUND TO NEAREST DOLLAR.

|  |  |  |  |
| --- | --- | --- | --- |
| **Expenditure Category** | **Budget (total of matching funds and reimbursement columns to right)** | **Matching Funds and Source** (Note: Matching funds are NOT required. Please note if they are cash or in-kind match) | **Reimbursement Request** |
| **Advertising/Promotion** |  |  |  |
| **Mileage** (@ $0.70 cents/mile or current rate) |  |  |  |
| **Project Office Supplies** |  |  |  |
| **Postage/Distribution** |  |  |  |
| **Printing / Copying** |  |  |  |
| **Staff Wages** *(not already fully funded by DEP)* |  |  |  |
| **Fees/Rental** |  |  |  |
| **Food/Beverages** |  |  |  |
| **Materials** *(signage/barrels, etc.)* |  |  |  |
| **Professional Services** |  |  |  |
| **Transportation** *(bus rental, etc.)* |  |  |  |
| **Other** (please list)**:** |  |  |  |
| **Total:** |  |  |  |

All reimbursements will be issued to the conservation district. By signing this final report, you certify that the information provided is correct to the best of your knowledge.

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 **Signature of Authorized Person Title Date**

**Project Number:**

**PLEASE NOTE\* YOUR EVALUATION SHOULD HAVE MEASURED ATTENDEES’ INCREASE IN KNOWLEDGE OF FOCUS TOPIC, NPS POLLUTION AND LOCAL WATERSHEDS. DO NOT LEAVE THESE BLANK. PLEASE FOLLOW KEY BELOW.**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| \*sum for all events / entire project | **# People Reached in Target Audience** | **# People Reached in Broader Community** | **# Educational Materials Produced (Brochures, Presentations, Fact Sheets, etc)** | **# Educational Materials Distributed/Presented** | **# Tools (Rain Barrels, test kits, etc) Distributed** | **# Workshops / Meetings Conducted** | **# Tours/Field Day/Walkabouts Conducted** | **# People Surveyed** | **# Target Audience intending to install SWBMPs (rain barrels, rain gardens, pervious surfaces, etc)** | **# Target Audience intending to adopt Ag BMPs (no-till, cover cropping, grazing, etc)** | **# Target Audience intending to implement E&S controls** | **# Target Audience demonstrating increased knowledge of Focus Topic\*** | **# Target Audience demonstrating increased knowledge of General NPS Pollution\*** | **# Target Audience demonstrating increased knowledge of Chesapeake Bay or Local Watershed\*** | **# Target Audience who have taken action as a direct result of project (confirmed through project follow-up)** |
| **Totals\*:** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**KEY:**

**# People Reached in Target Audience** - Actual number of people educated through your project.

**# People Reached in Broader Community -** Total number of people in the broader community who were made aware of your project (advertising, etc.)

**# Educational Materials Produced -** Number of separate pieces of educational materials produced with project funds (i.e., 1 brochure, 2 PowerPoint presentations)

**# Educational Materials Distributed -** Number of total pieces of educational materials distributed (i.e., 500 brochures, 150 fact sheets, 3 presentations)

**# Tools Distributed -** Number of tools distributed (i.e., we distributed 135 rain barrels of the 150 we had available)

**# Workshops Held -** Number of separate workshops held throughout the project

**# Tours Held -** Number of separate tours / field days / walkabouts held throughout the project

**# People Surveyed -** Number of people who returned surveys that include the following information:

**# Target Audience intending to install SWBMPs -** Number of audience members who leave your event intending to install SWBMPs (rain barrels, rain gardens, etc)

**# Target Audience intending to adopt Ag BMPs -** Number of audience members who leave your event intending to adopt Ag BMPs (no-till, cover crops, etc)

**# Target Audience intending to implement E&S controls -** Number of audience members who leave your event intending to implement E&S controls

***For intended installation of BMPs the same person may be reported multiple times in all three categories if they are installing multiple BMPs***

**# Target Audience demonstrating increased knowledge of Focus Topic -** Number of audience members who demonstrate increased knowledge of focus topic (invasive species, no-till, stormwater management, etc.) and strategies for improvement. This is assessed through a project evaluation.

**# Target Audience demonstrating increased knowledge of General NPS Pollution -** Number of audience members who demonstrate increased general knowledge of nps pollution and strategies for reducing/preventing nps pollution. This is assessed through a project evaluation.

**# Target Audience demonstrating increased knowledge of Chesapeake Bay / Local Watersheds -** Number of audience members who demonstrate increased general knowledge of watersheds and strategies for improvement. This is assessed through a project evaluation.

**# Target Audience who have taken action as a direct result of project -** Number of people who followed through with intention to take action (install BMPs, improve watershed, etc). This is assessed through follow-up surveying or other types of monitoring.