Conservation Excellence Progress Report Form

Project Title:

Grant Agreement No.:

Grantee:

Contact Name and Phone No.:

Grant Amount:

GRANT AMOUNT REQUESTED:

(A progress payment will never exceed 50% of the grant amount.)

CASH MATCH EXPENDED TO DATE:

OVERALL MATCH EXPENDED TO DATE:

TOTAL PROJECT COST TO DATE:

PERCENT OF CASH MATCH TO DATE:

(IF PERCENTAGE IS DIFFERENT FROM PROPOSED CASH MATCH FOR OVERALL PROJECT, PLEASE CONTACT GOCO STAFF

PRIOR TO SUBMISSION OF REPORT)

PERCENT OF OVERALL MATCH TO DATE:

(IF PERCENTAGE IS DIFFERENT FROM PROPOSED OVERALL MATCH FOR OVERALL PROJECT, PLEASE CONTACT GOCO

STAFF PRIOR TO SUBMISSION OF REPORT)

**REIMBURSEMENT OF GRANT IS MADE UPON PROJECT PROGRESS AND SUBMISSION OF THE FOLLOWING ITEMS, DESCRIBED IN MORE DETAIL ON PAGE 2:**

1. Actual Project Budget;
2. Actual Expense Worksheet, signed by finance department or accounting person;
3. Copies of invoices/receipts for all cash expenditures over $1,000;
4. Statements detailing the value of donated services/materials/equipment (in-kind);
5. Explanation of staff time spent on this project;
6. A description of work completed and the project components implemented to date;
7. Designation of electronic funds transfer type (please select one below);

ACH transfer

Wire transfer

1. ACH or wire transfer instructions (based on your selection above) that you have received from your banking institution.

Please read the following statements, sign and date below to verify their accuracy.

1. The grantee is in compliance with the terms and conditions of the GOCO Grant Agreement.
2. All project documentation is true and accurate reflecting only those eligible costs incurred and paid to date as described in the project application approved by the Board. The grantee certifies that it has on file invoices, receipts, contracts, and/or proof of payment for the costs incurred and will maintain those records for inspection by GOCO or GOCO’s auditors for a period of five years, in accordance with the GOCO Grant Agreement.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| By: |  | | Date: |  |
| Printed Name: | |  | Title: |  |

1. ACTUAL PROJECT BUDGET The budget should identify the actual costs of the project versus what was approved. Use the same budget categories as in the approved budget. We do not expect the actual budget to be the same as what was budgeted, as the total cost often varies from what was originally estimated.

If any items have been added to or removed the approved budget, they should have been previously approved by GOCO staff. Please provide a written explanation of why these items were added or removed and include it with this report.

2. ACTUAL EXPENSE WORKSHEET The actual expense worksheet is a financial breakdown of your actual expenses and assists GOCO staff in locating corresponding financial documentation.

The Actual Expense Worksheet must:

* Be presented in the template provided by GOCO. It is available at [www.goco.org](http://www.goco.org).
* Track invoices in the order presented in the report.
* Account for every GOCO-eligible cost associated with the project even though invoices for expenditures less than $1,000 will not be submitted. The numbers should match those in the Actual Project Budget.
* Be signed off on by a representative of the grantee’s finance department or the person that does the accounting for the organization.
* Include only ELIGIBLE project expenses as stated in the GOCO Conservation Excellence Application and Guidance. Some ineligible items include: fundraising costs, existing staff time, volunteer time.

If staff time is included in the budget as GOCO or matching funds, include salary, taxes, and benefits for the staff person on the expense worksheet.

Description of Actual Expense Worksheet Columns:

* Invoice/Receipt Code: include a label that corresponds to the labeled invoices/receipts and in-kind statements provided in the report. This should also correspond to the categories in the budget. All invoices/receipts must be organized in the same order as presented on the actual expense worksheet.
* Expense Description: include the provider name as it appears on the invoice/receipt and a brief description of the expense or in-kind service
* GOCO Cash: indicate the amount of that invoice/receipt that will be paid for by your GOCO grant
* Grantee Cash Match: indicate the amount of that invoice that will be paid for in cash by the grantee
* Grantee In-kind Match: indicate the amount of in-kind match provided by the grantee
* Partner Cash Match: indicate the amount of that invoice that will be paid for in cash provided by sources other than the grantee (include a column for each of the partners labeled with the name of each partner)
* Partner In-kind Match: indicate the amount of in-kind match provided by sources other than the grantee (include a column for each of the partners labeled with the name of each partner)
* Total: indicate the total amount of the invoice/receipt

3. INVOICES/RECEIPTS Enclose invoices or receipts for all cash expenditures over $1,000. It is very important that all invoices/receipts are labeled to correspond with the “invoice/receipt code” on your Expense Worksheet. Please include project-related expenses only. If necessary, identify project expenses from non-project expenses when an invoice or payment incorporates both.

**4. IN-KIND DOCUMENTATION** To demonstrate in-kind contributions: 1) attach invoices or letters from the vendor or consultant identifying the value of the donated items, and/or 2) include a written summary of the in-kind contributions. For staff labor, include a summary how the value was obtained (number of hours, number of workers, rate per hour, etc.). Please label the in-kind breakdown(s) to correspond with the “invoice/receipt code” on the Expense Worksheet.

**5. EXPLANATION OF STAFF TIME** If staff time is included in the budget as GOCO or matching funds, please explain how much staff time has been devoted to the various tasks associated with the project. Remember that fundraising activities cannot be counted as staff time for either GOCO or matching funds. If staff time is not included, you may skip this question.

**6. PROJECT DESCRIPTION AND EVALUATION**Describe the components of the project that have been completed to date and whether and how they differ from those proposed in the application. This should be based on the tasks listed in the Workplan/Timeline and should include details about meetings, evaluations, project design, or other aspects that have been completed or are in progress. Include information about whether the components have been successful or helpful and why or why not as well as whether the project is still on time according to the Workplan/Timeline. If the Workplan/Timeline that was submitted with the Grant Agreement needs to be revised, please include a copy of the revised version. Include a list of documents that have been produced so far.

8. WIRE INSTRUCTIONS All grant reimbursements will be sent to you via ACH or wire transfer, depending on your selection. Your banking institution’s transfer instructions must contain the bank name, account name, account number, routing number, and any additional instructions. Your internal instructions or voided checks will not be accepted.