



Final Report Form

Project Title:
Grant Agreement No.:
Grantee or Fiscal Sponsor:
Contact Name and Phone No.:

TOTAL GRANT AMOUNT:
GRANT AMOUNT REQUESTED:
(A final payment will never exceed the balance left on the grant at the time of final reporting and is subject to meeting the matching requirements for the project)
CASH MATCH:
OVERALL MATCH (CASH & IN-KIND):
TOTAL PROJECT COST:
PERCENT CASH MATCH:
PERCENT OVERALL MATCH:

Reimbursement payments can be made upon completion and submission of the following items as ONE PDF by email to your project's assigned Grants Officer:

- 1) Grantee wire transfer instructions on bank letterhead, including an issue date within the calendar year
2) A final Project Summary, modeled after the summary found in the grant agreement, and an evaluation of work completed and the project components implemented as a whole
3) Project Information and Components form (see page 3)
4) Approved Project Budget
5) Actual Expense Worksheet, signed by finance department or accounting staff of grantee (fiscal agent)
6) Documentation of expenses (contracts, invoices, purchase orders, payroll summaries, etc.) and donated services (materials, equipment, etc.) for all expenditures (cash or in-kind) over \$5,000.00
7) For capital construction projects, digital photographs of the completed project with installed GOCO signage
For restoration and stewardship projects, digital photographs of the site before and after completion of work
For planning and capacity projects, a copy of the plan/report/documents completed as a result of this project

Further instructions can be found on page 2.

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 as described in the project application. The grantee or fiscal sponsor 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.

Signature: (signature must be from the grant's fiscal agent)

Date:

Printed Name:

Organization:

## Reimbursement Request Instructions

1. **WIRE TRANSFER INSTRUCTIONS** All grant reimbursements will be sent to you via wire transfer. Your banking institution's transfer instructions must contain an issue date within the calendar year funds are requested, the bank name, account name, account number, routing number, and any additional instructions. Your internal instructions or voided checks will not be accepted.
2. **PROJECT SUMMARY & EVALUTION** Submit an updated 300-word Project Summary, modeled after the summary found in Exhibit A of the grant agreement. The updated summary should describe the components of the project that have been completed. Additionally, submit an evaluation of the project, including whether or how the final outcomes differ from those proposed in the application.
3. **PROJECT INFORMATION AND COMPONENTS FORM** Please fill out page 3, which helps GOCO track project data.
4. **APPROVED PROJECT BUDGET** Submit a copy of the budget that was included with the signed grant agreement or approved project modification (if applicable).
5. **ACTUAL EXPENSE WORKSHEET (AEW)** The AEW is a financial breakdown of your actual expenses to date and assists GOCO staff in locating corresponding financial documentation within your report. The actual expense worksheet should include all expenses for the full length of the project.

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 (including cash and in-kind match) associated with the project even though invoices for expenditures less than \$5,000 will not be submitted
- Be signed by a representative of the fiscal agent's finance department

Description of Actual Expense Worksheet Columns:

- **Invoice Date:** Include the invoice date or date range of when the expense or donated service was incurred
- **Invoice Code:** Only required for expenses over \$5,000.00. Include a label that corresponds to the labeled invoices/receipts and in-kind statements provided in the report. Organize all required backup support in the same order as presented on the worksheet.
- **Vendor or Service Category:** Include the provider name as it appears on the invoice/receipt or 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. This column should never exceed the grant amount
- **Grantee Cash Match:** Indicate the amount of that invoice paid for by the grantee (fiscal agent)
- **Grantee In-kind Match:** Indicate the amount of in-kind match provided by the grantee (fiscal agent)
- **Partner Cash Match:** Indicate the amount of that statement to be paid for by sources other than the grantee
- **Partner In-kind Match:** Indicate the amount of in-kind match provided by sources other than the grantee
- **Total:** Indicate the total amount of the invoice/receipt

6. **DOCUMENTATION OF EXPENSES** GOCO will examine these documents to ensure they are consistent with the approved Project Budget. Please be aware that GOCO may need to follow-up with you to get additional explanation of expenses or may require submission of additional documentation.

Enclose copies of invoices or other form of backup support for all cash expenditures and in-kind contributions valued over \$5,000.00. Do not submit documentation for expenses less than \$5,000. It is necessary that all backup support is labeled to correspond with the "Invoice Code" category on the AEW. Please include project-related expenses only. You must identify project expenses from non-project expenses when an invoice incorporates both. Copies of checks does not constitute invoice documentation.

7. **CONSTRUCTION PROJECT PHOTOS** For capital construction projects, provide digital photographs of the completed project with installed GOCO signage. To order free GOCO signs, download the signage order form at [www.goco.org](http://www.goco.org) and email to your project's assigned Grants Officer. If you would like to create custom signage, GOCO logos and brand standards can be found at [www.goco.org](http://www.goco.org). Final graphics should be emailed to [info@goco.org](mailto:info@goco.org) for approval prior to going to print.

**RESTORATION AND STEWARDSHIP PROJECT PHOTOS** For restoration and stewardship projects, provide digital photographs of the restoration site before and after completion of the work.

**PROJECT DOCUMENTS** For Planning and Capacity projects, please include copies of any plans, reports, maps, curriculum, surveys, or other documents produced as a result of this project.

Grantee or Fiscal Sponsor: \_\_\_\_\_ Log #: \_\_\_\_\_  
Project Title: \_\_\_\_\_

### **PROJECT INFORMATION AND COMPONENTS**

*Please read the following sections carefully and describe or select the applicable characteristics and components of your project.*

#### **Planning & Capacity Grants**

1. The grantee or fiscal sponsor of this project acted on behalf of \_\_\_\_\_  
(school or other ineligible entity)
2. Was this project a continuation of a previous GOCO grant(s)?  Yes, enter log #(s): \_\_\_\_\_  No
3. Subject Matter: (Please check all that apply)

<input type="checkbox"/> Community Conservation	<input type="checkbox"/> River Corridor Plan
<input type="checkbox"/> Community Master Plan	<input type="checkbox"/> Site Specific Plan
<input type="checkbox"/> Feasibility Study	<input type="checkbox"/> Trails Plan
<input type="checkbox"/> Regional Plan	
<input type="checkbox"/> Research Study	<input type="checkbox"/> Other: _____

#### **Capital Construction, Restoration, and Stewardship Grants**

1. The grantee or fiscal sponsor of this project acted on behalf of \_\_\_\_\_  
(school or other ineligible entity)
2. Was this project a continuation of a previous GOCO grant(s)?  Yes, enter log #(s): \_\_\_\_\_  No
3. Project is located at/on: (Please check all that apply)

<input type="checkbox"/> County/Municipal Land	<input type="checkbox"/> Private Protected Land
<input type="checkbox"/> Fairground	<input type="checkbox"/> Regional Park
<input type="checkbox"/> Federal Land	<input type="checkbox"/> School
<input type="checkbox"/> Local Park	<input type="checkbox"/> State Land
<input type="checkbox"/> Pocket Park	
<input type="checkbox"/> Private Land	<input type="checkbox"/> Other: _____
4. This project: (Please check all that apply)

<input type="checkbox"/> Added new recreational amenities	<input type="checkbox"/> Renovated existing recreational amenities
<input type="checkbox"/> Constructed a new park/trail	<input type="checkbox"/> Replaced recreational amenities
<input type="checkbox"/> Employed a certified CYCA Youth Corps	<input type="checkbox"/> Restored wetland/riparian habitat
<input type="checkbox"/> Performed forest health/wildfire mitigation	
<input type="checkbox"/> Removed invasive species/noxious weeds	<input type="checkbox"/> Other: _____
5. No. of volunteer hours used for this project: \_\_\_\_\_
6. Project Component(s): (Please check all that apply)

<input type="checkbox"/> Baseball/Softball Field	<input type="checkbox"/> Multi-Use Rink/Court	<input type="checkbox"/> Splash Pad
<input type="checkbox"/> Basketball Court	<input type="checkbox"/> Natural Play Area	<input type="checkbox"/> Tennis/Pickleball Court
<input type="checkbox"/> Bike Park	<input type="checkbox"/> Outdoor Classroom	<input type="checkbox"/> Trail, # of new miles: __
<input type="checkbox"/> Community Garden	<input type="checkbox"/> Pavilion/Shade Feature	<input type="checkbox"/> Trail Maintenance
<input type="checkbox"/> Dog Park	<input type="checkbox"/> Playground	<input type="checkbox"/> Trail Linkage
<input type="checkbox"/> Indoor EE Facility	<input type="checkbox"/> Pool	<input type="checkbox"/> Universally Accessible
<input type="checkbox"/> Interpretive Signage	<input type="checkbox"/> Skate Park	<input type="checkbox"/> Wildlife Viewing Area
<input type="checkbox"/> Multi-Use Field	<input type="checkbox"/> Soccer Field	<input type="checkbox"/> White Water Park