Final Report

This final report should be submitted within 30 days of completing your project. If you have any questions about filling out this report, please contact City of Tacoma Environmental Services at (253) 591-5588 or e-mail makeasplash@cityoftacoma.org.

Today's date:

Name of project or event:

Date(s) of project or event:

Name of contact person:

Address: Phone number (day):

Written Report

The written report must be three pages or less and answer the following questions:

1. What was completed as a result of your environmental grant?

2. How did the project or event meet the project goals described in your application?

3. How did the project affect the environment?

4. Explain why your project was successful, including what you might have done to make it more successful.

5. How many people were involved in your project or event?

Budget Information

Provide a complete listing of all money spent (including reimbursement requests already submitted). (Please use the budget form provided.)

Documentation

Please attach copies of all activity documentation you have available (including videos, press releases, digital photographs, sign-in sheets, informational handouts, etc.)

Evaluation

1. What improvements could the Surface Water Utility make to help the grant program operate more effectively?

2. Will you consider applying for another grant in the future? Please explain why or why not.

Budget

Item	Amount	Description and Quantity	Please explain the purpose of each item in your project
Total Amount			

Item: Necessary equipment, supplies, labor or other expense needed in order to complete your project.
Amount: The monetary amount needed to purchase or acquire the corresponding item.
Description and Quantity: List each item, and be as specific and accurate as possible.
Total Amount: Please add amounts in the Amount column.

Reminder:
Labor may not be more than 20 percent of your total budget. Food costs may not be more than 10 percent of your total budget. The grant cannot fund digital cameras, video cameras or other electronic equipment. A disposable camera and film development may be included in the grant budget. If the designated grant recipient charges an administrative fee, you may include the fee in the grant budget.