

FINAL REPORT

Water Quality Education & Outreach Mini-Grant Contract No. [Contract #]

Project Title:

Subcontractor:

Subcontractor Contact:

MACD (Contractor) Contact: Madeline Larson, madi@macdnet.org, 406-443-5711

Date Contract Awarded:

Date Final Report Submitted:

1. **Goals:** Describe the overall goal of the project. What cause of nonpoint source pollution or water quality issue was addressed? How did the project contribute to local watershed goals, conservation efforts, or community needs?
2. **Activities:** What education, outreach, or maintenance activities were completed to address the water quality issue(s) identified above? Who were the audiences and collaborative parties involved? Please include any major deliverables from your Scope of Work.
3. **Conclusion:** Provide a conclusion including measurable outcomes, participant feedback, what knowledge, skills, awareness, behaviors, or abilities project participants developed, a summary of evaluation results, and any long-term impacts from the project.

4. **Measurable Outcomes:** Complete the Table as it pertains to your project.

Measure	Number or Short Description
Number of people who actively participated in project activities	
Number of people reached through newsletters, social media, printed materials, signage, web content, or other media	
Number of materials distributed or produced	
Number of events, workshops, trainings, or meetings held	
Number of evaluations, surveys, or feedback forms completed	
Social media or website reach, if tracked	
Other measurable outcome: [describe]	
Other measurable outcome: [describe]	

5. **Future Opportunities:** Are there plans for project continuation or expansion? How will the project, materials, partnerships, or outreach continue, and how may the project contribute to overall watershed goals?

6. **Lessons Learned and Recommendations:** Please provide any lessons learned as a result of your mini-grant project. Include what worked well, what could have been done differently, what could improve future projects, and any recommendations for future projects or the mini-grant program.

7. **BUDGET:** Add rows as needed to the budget table provided, be specific and break out costs. Use the Budget Notes section to add detail about any changes from the original budget.

Task/Item	Mini-Grant Funds Requested	Match Funds Expected (non-federal)	Total Expected Project Cost	Mini-Grant Funds Spent	Match Funds Spent (non-federal)	Total Project Cost (Actual)
TOTALS						

Budget Notes:

8. Attachments Checklist: Include as applicable to your project.

- ☐ Final invoice
- ☐ Receipts, paid invoices, or other relevant documentation of expenses
- ☐ Match funding documentation
- ☐ Photos documenting project events and/or results
- ☐ Copies of outreach materials, publications, signs, presentations, lesson plans, or other products created
- ☐ Copies of press releases, articles, social media posts, announcements, web posts, or website metrics
- ☐ Other supporting documentation

9. Certification:

By signing this report, I certify to the best of my knowledge that this report is true, complete and accurate and that the expenditures are for the purpose of this project

Signature: _____

Date: _____

Title: _____