

FINAL REPORT (Maintenance Projects)

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, including why the maintenance, repair, update, replacement, or improvement was needed.. What existing education/outreach tool was maintained, and what nonpoint source pollution or water quality issue does the tool help address?

2. **Activities:** Describe all activities completed as part of this project. Please include the specific maintenance, repair, update, replacement, or improvement work completed, who completed the work, and any partners or collaborative parties involved.

3. **Conclusion:** Provide a conclusion describing the results of the maintenance project. Please include how the completed work improved, preserved, repaired, updated, or extended the usefulness of the education/outreach tool.

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

Measure	Number or Short Description
Materials, parts, displays, signs, curriculum, or other items repaired or replaced	
Updated materials or products completed	
Estimated future use or audience served	
Social media or website reach, if tracked	
Other measurable outcome: [describe]	
Other measurable outcome: [describe]	

5. **Future Opportunities:** What are the plans for future use of this tool, and will ongoing work be needed to continue improvement? Please describe where the tool will be housed or used, who will be responsible for it, how it will continue to be maintained, and how it may support future education, outreach, watershed goals, or conservation efforts.
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 maintenance work and/or results
- ☐ Copies of updated materials, publications, signs, presentations, lesson plans, or other products
- ☐ Repair records, screenshots, inspection notes, or other documentation of completed work
- ☐ Press releases, social media posts, announcements, web links, or website metrics, if applicable
- ☐ 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: _____