DIVISION OF POLLUTION PREVENTION & ENVIRONMENTAL ASSISTANCE
GRANT FINAL REPORT FORMAT

Procedures

One month prior to the end of the grant contract, please submit a draft final report to your NC DPPEA contact. If you are not sure whom your DPPEA contact person is, call (800) 763-0136 or (919) 715-6500 and ask for someone on the Community and Business Assistance Section staff.

Your DPPEA contact will review the draft report, note necessary changes or additions, and return it to you for modification. When all the modifications are made, **submit the final report back to DPPEA along with a final invoice/cover letter requesting grant funds still unreceived, and receipts, P.O.s or other documentation of expenditures.**

Report Format

Follow the format described below in writing your final report**. Do not submit the report in the form of a letter**. The final report must have a title at the top saying: "Final Report" and "[the name of the Grant] for [Name of your Agency or Company]," plus the beginning and end dates for the grant. Write at least one paragraph for each of points 1 through 7 below, with headers for each paragraph identifying the paragraph topic.

1. Description of project accomplishments.
2. Assessment of adherence to contract Scope of Work (or modified Scope of Work if negotiated).
3. Evaluation of success of the project (i.e., did the project meet its goals).
4. Description of unanticipated events (negative and positive) in conducting the project.
5. Description of what you would do differently if you could do the project over again.
6. Description of the waste reduction impact of the grant (e.g., amount and kind of materials recycled). Please include if possible an exact projection of how many tons of permanent annual diversion of materials from disposal will take place as a result of the grant project.
7. Description of any materials developed as a result of the project (e.g., brochures, fact sheets, mailings, or other documents). Please attach copies of the materials and copies of any press or publicity articles related to the grant project.

Other Final Report Requirements

1. Please submit all drafts and the final report **double-sided and on recycled paper with at least 30 percent post-consumer content.**

2. Attach a **final fiscal report** that outlines project costs and shows state fund and matching fund expenditures (including the cash match, in-kind contributions, and other funds). The format should be similar the to following table. **Total revenues and expenditures should match exactly**.

Revenues:		**Expenditures**:
State funds:	$$$	Line items for each kind of expenditure
Local cash match:	$$$	$$$
Local in-kind match:	$$$	$$$
Funds from other sources:	$$$	$$$
Total Project revenues	$$$	Total Project Costs