

Grant Follow Up Report

Thank you for your work in helping protect our coastal environment! Please complete the following report and submit it to communityvolunteerfund@gmail.com. You may contact the Community Volunteer Foundation Chair with questions by emailing communityvolunteerfund@gmail.com.

Section 1: General Information

Project Title:

Today’s Date:

Project End Date:

Project Number (example, Fall15-01):

Sponsoring Organization:

Primary Contact Name:

Email:

Section 2: Project Information

Describe your project and its accomplishments in detail, making reference to your original timeline and objectives as stated on your grant application.

What difficulties did you encounter during your project? Did you fail to meet any of your objectives? If so, why?

How did your project change over the course of its implementation?

Describe the benefit of your project results to the UCSB and Santa Barbara community in relation to the CoVo mission statement.

Would you consider your project a success?

Do you have any future plans for this project beyond this funding cycle? Will you reapply for funding?

Section 3: Accounting

Please document all expenditures below by referencing the CoVo approved budget and what was actually spent. If there are any discrepancies, please describe the reasoning. Attach documentation for all expenditures to this report. Any unused funds must be returned to Coastal Fund.

|  |  |  |
| --- | --- | --- |
| Item Description | Approved | Spent |
|       | $      | $      |
|       | $      | $      |
|       | $      | $      |
|       | $      | $      |
|       | $      | $      |
|       | $      | $      |
|       | $      | $      |
|       | $      | $      |
|       | $      | $      |
|       | $      | $      |
|       | $      | $      |
|       | $      | $      |
|       | $      | $      |
|       | $      | $      |
| Total | $      | $       |

Reason for discrepancies:

Did your Coastal Fund grant help you secure any additional funding? If so, how much did you receive and from whom? How were the other funds used, or how will they be used?

Section 4: Outreach and Publicity

How was information about your work disseminated, particularly at UCSB?

Where and how was Coastal Fund’s name displayed in relation to this project?

Do you feel you were successful in publicizing the importance of your work? How could this be improved in the future?

Please attach any publications or other materials (articles, flyers, awards) related to this project.

Section 5: Interns and Community Participation

Describe the specific roles of each intern and what they accomplished.

What type of educational benefit and career training did interns receive?

How many current UCSB students were directly or indirectly involved with your project, and in what way?

Approximately how many community members were directly or indirectly involved with your project, and in what way?

Remind interns to fill out an Internship Evaluation Form, found on our website, and submit it directly to Coastal Fund.

Section 6: Additional Documentation

Please include the following documentation along with your application.

[ ]  Any receipts or accounting materials demonstrating how funds were spent

[ ]  Any leftover funds (check payable to Associated Students, or a Transfer of Funds to Cindy Lopez if a UCSB department)

[ ]  Any publicity materials related to this project

[ ]  Any publications or awards

[ ]  Additional optional supporting materials. Describe:

Intern applications should be separately emailed to communityvolunteerfund@gmail.com by the intern.

Section 7: Feedback

Please provide CoVo with any feedback related to the grant application process, documentation, or funding guidelines. Is there anything we can do to improve the process?