



**Teton
Conservation
District
Est. 1946**

Teton Conservation District (TCD) Final Grant Report Narrative – Advance Grant

This Final Grant Report form is for grants awarded in ADVANCE only. If your grant was awarded as a reimbursement, go to www.tetonconservation.org/grant-reporting to find the correct Final Grant Report form.

GRANTEE & PROJECT INFORMATION (Section 1 of 4)	
1. Grantee Representative:	
2. Grantee Representative Email:	
3. Grantee Representative Phone:	
4. Grantee Entity:	
5. Project Title:	

FINANCIAL SUMMARY (Section 2 of 4)	
1. TCD grant funds awarded (\$):	
2. TCD grant funds claimed (\$):	
3. TCD grant funds unclaimed balance (\$):	
4. Budget Deviations: <i>Describe any deviations from the project budget. You must <u>return any unexpended funds to TCD within 30 days</u> of submitting your Final Report. Please indicate below when you intend to return any unspent funds.</i>	

NARRATIVE (Section 3 of 4)

1. Please describe progress made toward your overarching project goals *and* project deliverables outlined in your original grant application.

2. Describe successes and challenges, lessons learned, unexpected outcomes, anecdotes, and/or recommendations you would offer to others working on similar projects. We like to highlight your stories and successes through our blog, social media, newsletters, and annual reports.

3. Do you intend to continue this project or do you envision any outgrowths from it? If so, how will those efforts be funded?

4. As a result of this project, will you be producing a report, article, thesis, or other presentation of data or project accomplishments? If so, will you share that with TCD when complete?

5. Additional information (Optional). *Note that you may also attach supplemental materials (technical information, maps, diagrams, letters of support, etc.*

CERTIFICATION AND SIGNATURE (Section 4 of 4)

By checking the boxes and signing below, I certify the following:

I will submit an electronic copy of my Final Grant Report by email to Liz Collins, Grants and Communications Specialist, lizc@tetonconservation.org. As part of the Final Grant Report, I will submit all the following required materials and optional materials as necessary:

1. **Final Report Narrative** (required)
2. **Final Financial Report** (required)
3. **Photos** (required): Please include between one and ten photos of your project.
4. **Supplemental Materials** (optional): You may attach supplemental materials such as additional technical or scientific information, maps, diagrams, or anything else that supports your Final Report. Please compile your supplemental materials into *one* document if possible.

I agree that I am authorized Grantee Representative of the Grantee Entity and I hereby certify that the information contained in this Final Grant Report are true and correct to the best of my knowledge.

I understand that information submitted as part of this Final Grant Report is public information subject to public requests for information; it is my responsibility to ensure compliance with the Wyoming Public Records Act, including retention of records and invoices.

I understand that grant projects may be selected at random for a grant audit by TCD or a third party. As outlined in the original Grant Award Letter, I maintained complete and accurate accounting records relating to the awarded grant funds. I will permit TCD, at its request, to have reasonable access to the accounting records pertaining to this grant for the purpose of making verifications concerning the grant, and to maintain such records for a period of one year after this Final Report has been submitted.

I certify that all expenditures reported or payments requested are for appropriate purposes and in accordance with the provisions set forth in the original Grant Award Letter and any subsequent correspondence. I understand that a false statement may require that grant funds be returned.

Signature:

Date: