

# the new york city **ENVIRONMENTAL***fund*

## grant report form

Recipients of New York City Environmental Fund grants are asked to submit a final narrative report and financial accounting of how NYCEF funds were spent within 30 days of the end date of a funded project. The report's purpose is to provide NYCEF with feedback about how our funds are being used and to give you an opportunity to reflect on your work, consider what has been learned and how the work might be improved.

Please refer to your grant letter and contract to learn the date when your final report is due. Check the box to the left of the Grant Information below if the information you are providing differs from what you included in your original grant application.

### **FINAL REPORT SECTION 1: GRANT INFORMATION**

- |  |  |
|--|--|
| <input type="checkbox"/> Date:   | <input type="checkbox"/> Contact Person:     |
| <input type="checkbox"/> Grant Title:                                    | <input type="checkbox"/> NYCEF Grant Number: |
| <input type="checkbox"/> Name of Organization:                           |  |
| <input type="checkbox"/> Address:  |  |
| <input type="checkbox"/> E-mail Address:                                 |  |
| <input type="checkbox"/> Project End Date:                               | <input type="checkbox"/> Grant Amount:       |
| <input type="checkbox"/> Project Location (neighborhood and borough(s)): |  |

### **FINAL REPORT SECTION 2: GRANT OUTCOMES**

#### A. Project Outcomes

1. Describe in one paragraph the most important thing this grant accomplished (so far) and why it matters.
2. In the narrative portion of the proposal you submitted to obtain this grant, you were asked to list anticipated outcomes for your project. For each of them, indicate:
  - which ones met with success
  - which ones met with obstacles
  - any unanticipated outcomes or impacts that took place

**B. Organizational Outcomes**

1. Describe the overall health of your group and any changes in mission, staffing, funding, programs, outreach or the broader context of your work that took place over the past year.

**C. Urban Natural Resources**

1. If relevant, we are interested in knowing whether your focus on specific natural resource (s) has broadened or narrowed and why.

**D. Networking**

1. If relevant, detail how this project prompted you to work with other groups/agencies.
2. What in your experience with this project might have implications for work taking place elsewhere in the city or might serve as a useful lesson for others pursuing similar projects?

**FINAL REPORT SECTION 3: FINANCIAL REPORT**

- A. Please attach an itemized expense sheet showing how NYCEF funds were spent. Describe anything that differs from the info you submitted in your original application.
- B. Please describe any success you might have had in raising funds for this project from other sources or in leveraging NYCEF support to raise other funds.

**FINAL REPORT SECTION 4: NYCEF QUESTIONS**

- A. If possible, describe the impact of this grant and previous NYCEF funding on your work and organizational development.
- B. What other skills, information, training and experiences would help advance your work?
- C. Are there specific emerging urban environmental issues around which you would like to see NYCEF play a stronger role?

**FINAL REPORT SECTION 5: ATTACHED MATERIALS**

Please attach or include any materials you may have created as a result of this funding, or any agendas, brochures, newspaper articles or other items that may be helpful in illustrating the most important work you accomplished with this grant. Mail the completed report and materials to:

**The New York City Environmental Fund  
c/o The Hudson River Foundation  
17 Battery Place, Suite 915  
New York City, NY 10004**