

# the NYCEF NEWTOWN CREEK *fund* grant report form

Recipients of grants from the NYCEF Newtown Creek Fund are asked to submit a final narrative report and financial accounting of how such funds were spent within 30 days of the end date of a funded project. The report's purpose is to provide the NYCEF Newtown Creek Fund and Hudson River Foundation with feedback about how our funds are being used and to give you an opportunity to reflect on your work, consider your project's environmental impacts, what you have learned and how the work might be improved or extended. Please refer to your grant letter and contract to learn the date when your final report is due.

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

- Date:  Contact Person:
- Grant Title:  Grant Number:
- Name of Organization:
- Address:
- E-mail Address:  Project Location:
- Project End Date:  Grant Amount:

Check here if the project and budget you are reporting on differ from the project described in your original grant application.

## **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. Describe any other direct or indirect impact(s) this project may have had in increasing environmental awareness, community awareness and the environmental quality of land and water in the Newtown Creek corridor.
3. In the narrative portion of the proposal you submitted for 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 occurred

**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. Networking/ Ripple Effects and Next Steps**

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 other work on Newtown Creek or in the neighborhoods adjacent to the Creek?
3. Are there any aspects of your experience working on this project might serve as a useful lesson or model for others pursuing similar projects?

**FINAL REPORT SECTION 3: FINANCIAL REPORT**

- A. Please attach an itemized expense sheet showing how NYCEF Newtown Creek 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, if relevant, previous NYCEF funding) on your continuing work and organizational development.
- B. What other skills, information, training, experiences or actions would help advance your work?
- C. Are there specific emerging urban environmental issues around which you would like to see the NYCEF Newtown Creek Fund 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 NYCEF Newtown Creek Fund  
c/o The Hudson River Foundation  
17 Battery Place, Suite 915  
New York City, NY 10004**