**New River Valley Master Gardener Association**

**Reporting Guidelines for Grant Funded Projects**

Project Reports

1. Interim Report

A brief project status report is requested in June, which could be a phone call or email to a liaison with the Master Gardener Association or to the contact listed below.

1. Completion Report

A Project Completion Report should be submitted at the end of the growing season or whenever the project is completed. Submit this final report by November 1st to your Master Gardener Liaison, if assigned, or to the contact listed below. Failure to submit this final report may preclude your organization from being eligible for an NRVMGA grant in the subsequent year.

1. Presentation

Grant recipients should be willing to give a tour or program of the funded project at a meeting of the NRVMGA or the Executive Board.

Project Completion Report Guidelines

Include the following items as may pertain to your project:

1. Record the state of the garden/project area at the start of the project.
2. Which activities listed in the grant were actually completed and which were not completed?
3. Were any activities completed that were not included in the original grant?
4. Provide a summary of your project which may include educational outcomes, work outcomes, number of participants, and measurable impacts of the project.
5. How was the money spent? Please submit copies of receipts.
6. Submit photos which highlight the progress of the project and outcomes.

Questions about reporting requirements should be directed to your Master Gardener Liaison or to the contact listed below.

Grant Committee Contact: Dianne Blount at [blounts2013@verizon.net](mailto:blounts2013@verizon.net)