

**BEAUTIFICATION GRANT
FINAL REPORT**

This form is to be completed at the end of your grant project – use additional sheets as necessary. Submit completed form along with:

1. Legible receipts from items purchased with grant funds
2. Documentation of volunteer hours
3. A minimum of 4 color photographs of your project. Photographs may be sent via email to: Devony.Taylor@sanjoseca.gov

Submit completed form and attachments to:

Keep San Jose Beautiful
1601 Foxworthy Ave.
San Jose, CA 95128

I. BACKGROUND INFORMATION.

Project Name:

Date Initiated:

Date Completed:

Principal Contact:

Address:

Phone (Daytime):

Phone (Evenings):

Project Description:

Project Objective:

II. RESULTS

In a few sentences, summarize the quantifiable results (i.e. number of volunteers, pounds of litter collected, etc.) and non-quantifiable results (i.e. new education program, increase public awareness, etc.) of your project.

A. Quantifiable Results: (number of volunteers, plants planted, etc.)

B. Non-Quantifiable Results: (public awareness, pride, etc.)

III. PROJECT EXECUTION

A. Administrative Budget Costs:

1) Paid Staff Time - Record the amount of staff time (Coordinator and paid assistants) and the appropriate hourly rate for the time devoted to the project.

_____ Hrs. @ \$ _____/Hr.= _____

_____ Hrs. @ \$ _____/Hr.= _____

2) Overhead - Itemize project expenses paid for by your Beautification Grant.

_____ = _____

_____ = _____

_____ = _____

_____ = _____

_____ = _____

_____ = _____

_____ = _____

_____ = _____

_____ = _____

_____ = _____

_____ = _____

_____ = _____

_____ = _____

_____ = _____

_____ = _____

(Sum of Paid Staff Time and Overhead) = \$ _____(1)
Total Grant Budget Costs

B. Volunteer Hours & Donated Goods and Services:

1) Volunteer Hours - Record the number of volunteers, the number of hours worked, and the dollar value assigned to each donated hour. Record the total dollar value of all volunteer hours on line (2). Attach documentation of volunteer hours (sign in sheets, log, etc.)

of volunteers: _____

of hours worked: _____

_____ (# Volunteers) X _____ (Hours Each) = _____ Total Volunteer Hours

Total volunteer hours: _____ @ \$18.05 / Hr. = _____ (2)
Dollar value of volunteer hours

2) Other Funding, Donated Goods & Services - Record the dollar value of all contributions to a project. Record the total of project funding from other sources, donated goods and services on Line (3).

_____ Hrs. @ \$ _____ = _____

_____ Hrs. @ \$ _____ = _____

_____ Hrs. @ \$ _____ = _____

+ \$ _____ (3)
Total value of Donated Goods and Services

C. Public Agency Costs (if applicable)

At times, community projects receive help from someone who is getting paid by a school district or municipality to work on the project (grounds keepers, street sweepers, clerical help, etc.) and/or the project is given supplies from a public agency. If this is the case, a public cost is incurred and must be recorded on Line (4). Remember, record only those costs for which actual dollars were spent.

_____ = _____

_____ = _____

_____ = _____

+ \$ _____ (4)
Total Agency Costs

D. Cost Benefit Analysis

TOTAL PROJECT COST

(Sum of lines 1+2+3+4) = \$ _____ (5)
Total Project Cost

TOTAL PUBLIC SECTOR INVESTMENT - This is what the project costs the municipality to undertake. This figure reflects your Beautification Grant budget costs.

(Sum of Lines 1 + 4) = \$ _____ (6)
Total Gov't/Public \$ Investment

TOTAL PROJECT BENEFITS - Dollar-valued benefits calculated using Volunteer Hours and/or Donated Goods and Services.

(Sum of Lines 2 + 3) = \$ _____ (7)

RETURN ON PUBLIC SECTOR INVESTMENT

(Divide line 7 by line 6) = \$ _____ (8)
per \$1.00 expended

