

**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

Don't forget to make a copy of the complete Final Report packet for your records!

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. Budget Costs:

Please list each expenditure of grant money as indicated below. **Be sure to attach receipts for all items purchased with grant funds.**

(Use additional pages if necessary.)

Vendor	Date	Materials Purchased	Expenditure Amount
Total of Grant Expenditures			

Grant Funds Received (Your original grant amount)	\$
Total Spent	\$
Grant Funds Remaining (subtract total spent from original grant amount)	\$

IMPORTANT: Any remaining funds must be returned in the form of a check made payable to: *UNSCC*. Mail your check along with a copy of this form and all your receipts to: Keep San Jose Beautiful, 1601 Foxworthy Ave. San Jose, CA 95118. For more information, please call (408) 723-1574.

B. Volunteer Hours & Donated Goods and Services:

Please provide an accounting of the volunteer hours contributed to your grant-funded project(s) and any monetary match. Use additional sheets if necessary.

Volunteer Hours Match		
Number of Volunteers	Total Number of Volunteer Hours worked	Total Volunteer Hours Matching Funds <i>(Total Number of Volunteer Hours Worked X \$20.25)</i>
Monetary or In-Kind Match		
Description		Dollar Amount
Total Monetary Match		
Total Match		
Total Volunteer Hours Matching Funds + Total Monetary Match		

Your KSJB Grant requires a monetary, in-kind and/or volunteer match at or above your grant amount

