

# 2017

## Environmental Education Award Requirements



### **Reports**

Once the executed agreement is received, general grantees, more than \$3,000, will be *required by contract* to complete and submit three six-month progress reports and a final report at the conclusion of the project. Mini-project grantees, \$3,000 or less, will be required to complete a final report at the conclusion of the project. Please refer to the reporting schedule below.

When preparing the progress or final report, be sure to refer to the “benchmarks” located in Attachment D (Scope of Work-Benchmarks). DEP expects to receive copies of all supporting materials listed in the benchmarks, such as the final product produced, workshop announcements, agendas, list of workshop attendees, products, evaluation results, etc. included with the progress and final reports.

### **General Grants**

#### ***Progress Reports***

- December 15, 2017
- June 30, 2018
- December 15, 2018

#### ***Final Report***

- July 15, 2019

### **Mini Grants**

#### ***Final Report***

- July 15, 2018

**If there was no activity during one of the two periods, a progress report must be submitted and include an explanation why no progress was made.**

Please account for changes and note the progress relative to the original proposal. DEP compares the progress report and the original proposal. The intent of the proposal must be maintained as closely as possible. No costs will be reimbursed without an accompanying progress or final report.

**Reports, along with a copy of the reimbursement request must be submitted to:**

DEP

EE Grants Program

PO Box 2063

Harrisburg, PA 17105

## **Matching Funds Requirement**

If matching funds are required, *matching funds must be displayed on each request for reimbursement* of grant funds. This will show the organization's commitment to the program. The EEGP staff reserves the right to withhold any, all, or partial reimbursement until matching funds are documented. Retain any documentation that supports the matching funds, including cash paid and in-kind services.

## **Returning Grant Money to the Environmental Education Fund**

Sometimes proposals may not be completed as originally stated. In the past, some proposals have fallen short due to changes in staff, lack of workshop participants or other unforeseen circumstances. Grant agreements are legally binding documents. Grantee must immediately communicate with the EE Grants Program staff when circumstances arise where there may be difficulty in meeting their contractually obligated scope of work. In such cases:

- If no reimbursement was made to the organization, then the agreement will be nullified. Send a written request on letterhead with the reasons for abandoning the awarded proposal.
- If the organization completed some of its required benchmarks, a partial reimbursement of expenses incurred in achieving those benchmarks may be considered, at the discretion of the department.
- The EEGP staff retains the absolute right to determine the amount of reimbursable expenses.
- If an audit reveals that not all deliverables were met as indicated in the scope of work, then the organization may have to return some or all the money to the commonwealth for the Environmental Education Fund.
- Money may need to be returned if the organization failed to document its required match.

If an applicant is awarded a grant, some flexibility is available in the scope of work and budget once the proposed program is underway. However, the original intent of the proposal will always be the guideline. To move money within the budget, or to take a slightly different path in the scope of work, a request must be submitted on the organization's letterhead explaining the reason for the needed change. *An email notification will be sent to the grantee stating approval, or denial, of the request.*

As the granted project unfolds, changes to the original proposal should be minimized. However, some changes may occur. The following table is a guide for potential modifications. **PLEASE NOTE:** *A request for such changes must be in writing and emailed to [adevine@pa.gov](mailto:adevine@pa.gov).*

POSSIBLE CHANGES	HERE'S WHAT WE NEED GRANTEE TO DO
Change <b>project directors</b> . . .	Send a letter with the current information (new director's name, address, phone number, and position in the organization) and mention the reason for the changes.
Change <b>other staff</b> members . . .	Note this on the next progress report.
Changes in <b>address and telephone numbers</b> . . .	Send the updated information on letterhead.
Have <b>minor budget</b> changes . . .	<b>Less than 10% of any category</b> can be moved from one category to another. For example: if all of the resource costs of \$1800 were not used, \$180 to cover the higher unanticipated travel cost may be moved. Send email notification of this change to the EEGP.
Need <b>major budget</b> changes . . .	If changes are <b>greater than 10% in any category</b> , a request on letterhead must be submitted with a revised detailed budget form and the reasons for the changes. Do not assume that changes to the budget are okay; wait for approval from the DEP.
Change in scope of work . . .	All changes in programming will be considered in light of original intent. On letterhead write and mail to the EEGP the changes requested. Wait for written approval from the EEGP before proceeding. In some instances, an amendment to the original grant agreement will be required.