ALASKA 2023 MICRO-GRANT FOR FOOD SECURITY-HAY & GRAIN SPECIAL COMPETITION GRANT AWARD

# How to Fill out Your Final Performance Report

A STEP BY STEP GUIDE

# Preparing your Report

- Use the Final Performance Report template to complete your final report.

- The information on your Final Performance Report explains how you used the funds to improve food security in your location.

- Specifically, the report needs to capture *in real numbers*

  ▶ *1)* how much food was created,

  ▶ *2)* how many people were provided with that food.

- The report also addresses the outcomes that you proposed in your application.

- Use your application (provided to you in an email from SmartSimple) to remind you of what you proposed. The report should capture <u>HOW</u> you accomplished the proposed activities, what was completed as well as anything not completed, what challenges you might have faced, who completed the work, how much food was produced and <u>how</u> that food was provided to the beneficiaries.



**FINAL PERFORMANCE REPORT**
**ALASKA MICRO-GRANTS FOR FOOD SECURITY**

A Final Performance Report must be received within one calendar month after the end of the grant agreement, October 30, 2024. Please attach a minimum of one (1) photo of your project that captures your achievement and tells the story. May be used in social media posts, please do not include any children or personally identifiable markers.

**GRANT INFORMATION**

**PROJECT**

| Project Title: | (Enter Project Name) | | |
| Agreement Number: | (Enter Agreement Number) 2023- | | |
| Period of Performance: | Start Date: | 1/1/2024 | End Date: | 9/30/2024 |
| Award Amount: | (Enter Amount) | | |
| Date Report is Submitted: | (Enter Date) | | |

**AWARDED TO**

| Recipient Name: | |
| **Recipient's Point of Contact** | |
| Name: | |
| Phone: | |
| Email: | |

**REPORT**

| Report Type: | Final Report |

**FINAL PROJECT REPORT**

**PROJECT BACKGROUND – DESCRIBE THE USE OF FUNDS**

*Please describe how the grant funds were used. What were you able to complete on the project? This section may draw from the background contained in the approved project proposal.*

The report is a Word document. It is easiest to complete by clicking in the boxes and entering your text.

# Don't Forget:

- REPORTS NEED TO BE SUBMITTED BY THE PROJECT COORDINATOR
- REPORTS ARE DUE BY 10/31/2024

# FINAL PERFORMANCE REPORT
# ALASKA MICRO-GRANTS FOR FOOD SECURITY

A Final Performance Report must be received within one calendar month after the end of the grant agreement, **October 31, 2024.** Please attach a minimum of one (1) photo of your project that captures your achievement and tells the story. May be used in social media posts, please do not include any children or personally identifiable markers.

►THE PHOTO: ALL REPORTS MUST INCLUDE AT LEAST 1 PHOTO OF THE PROJECT.

►YOU CAN ATTACH THE PHOTO AS A .JPG, .JPEG, .PNG, .PDF OR .TIFF FILE TO THE EMAIL WITH YOUR REPORT OR INSERT IT AT THE END OF YOUR REPORT DOCUMENT IN WORD.

REDUCE THE SIZE OF THE PHOTO IF NEEDED TO KEEP THE EMAIL UNDER 20 MEGABYTES IN SIZE.

| Project Title: | (Enter Project Name) | | | |
|---|---|---|---|---|
| Agreement Number: | (Enter Agreement Number) 2023- | | | |
| Period of Performance: | Start Date: | 1/1/2024 | End Date: | 9/30/2024 |
| Award Amount: | (Enter Amount) | | | |
| Date Report is Submitted: | (Enter Date) | | | |

- **PROJECT TITLE:** IS THE NAME OF YOUR MICROGRANT PROJECT
  - EXAMPLE: DEVELOPMENT OF HAY & GRAIN FEED
- **AGREEMENT NUMBER:** IS THE UNIQUE NUMBER FOR YOUR PROJECT
  - EXAMPLE: MGFS#2023-XXXX
- **PERIOD OF PERFORMANCE:** IS 1/1/2024 – 9/30/2024
- **AWARD AMOUNT:** IS THE TOTAL AMOUNT APPROVED FOR YOUR GRANT AWARD.
- **DATE REPORT IS SUBMITTED:** ENTER CURRENT DATE

| AWARDED TO | |
|---|---|
| Recipient Name: | |
| Recipient's Point of Contact | |
| Name: | |
| Phone: | |
| Email: | |

- **RECIPIENT NAME/NAME:** NAME ON YOUR GRANT HERE.
  - EXAMPLE: Henny Penny
- PHONE # AND EMAIL ADDRESS IN THE APPLICABLE BOX.

# FINAL PROJECT REPORT

▶**PROJECT BACKGROUND:**

THIS PORTION OF THE REPORT IS WHERE YOU EXPLAIN HOW YOU USED THE FUNDS.

▶Explain how you completed the work you proposed in your original grant application.

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**FINAL PROJECT REPORT**

**PROJECT BACKGROUND – DESCRIBE THE USE OF FUNDS**

*Please describe how the grant funds were used. What were you able to complete on the project? This section may draw from the background contained in the approved project proposal.*

# ACTIVITIES PERFORMED/PROJECT EXPENSES

*SELECT THE TYPE OF PROJECT YOU CHOOSE IN THE APPLICATION AND PROVIDE US WITH ACTUAL GRANT EXPENSES.

## ACTIVITIES PERFORMED/PROJECT EXPENSES

### TYPE OF PROJECT & GRANT EXPENSES:

*Please select type of grant you were awarded.*

| Cost Category | Actual Grant Expenses |
|---|---|
| ☐ Small Animal: (poultry, eggs, rabbits): $2,000 | |
| ☐ Large Animals (cattle, goats, pigs, reindeer, sheep, elk, yak, bison, etc.): $5,000 | |
| **TOTAL GRANT FUNDS SPENT** | |

| # | Measurable Indicator | Results, in Numbers |
|---|---|---|
| 1 | **Type of food produced.** | *Enter the number of pounds. Please do not enter # of animals or dead weight. Convert that into # of pounds.* |
| | Type of food produced (Example- Eggs) | Enter amount of harvested food, such as eggs, milk, meat (Example- 42 dozen chicken eggs, 6 dozen duck eggs) |

## MEASURABLE INDICATOR & RESULTS, IN NUMBERS:

**PROVIDE THE TYPE OF FOOD PRODUCED IN THE FIRST COLUMN, AND IN THE SECOND COLUMN PROVIDE THE NUMBER OF POUNDS OF FOOD PRODUCED**

## EXAMPLE:

- Small Animal

- **EGGS = 42 DOZEN CHICKEN EGGS, 6 DOZEN DUCK EGGS**

- Large Animal

- **MEAT = 1,000 LBS OF HARVESTED BEEF.**

| 2 | Number of food insecure individuals fed as a result of this grant | |
|---|---|---|
| | A. Direct Beneficiaries (Those living in the household who benefited) | Enter number of people fed |
| | B. Indirect Beneficiaries (Partnerships with other groups, church, neighbors, food banks) | Enter number of people fed |

# RESULTS:
# NUMBER OF FOOD INSECURE INDIVIDUALS FED AS A RESULT OF THIS GRANT.

A. Provide the number of Direct Beneficiaries fed by this grant. Meaning, the number of people within your household.

B. Provide the number of Indirect Beneficiaries fed by this grant. People such as neighbors, churches, or food banks.

Provide any challenges to the completion of your project or any positive developments outside of the project's original intent that you experienced during this project. Also, provide the corrective actions you took to address these issues.

| # | Challenge or Development | Corrective Action or Project Change |
|---|---|---|
| 1 | | |
| 2 | | |
| 3 | | |

Describe any challenges or situations that affected your project and altered how you managed the project.

In the corrective action column, explain how you handled the challenge.

**LESSONS LEARNED**

*Provide recommendations or advice that others may use to improve their performance in implementing similar projects.*

## LESSONS LEARNED:

YOUR EXPERIENCES AND LESSONS LEARNED DURING YOUR MICROGRANT ARE VALUABLE!

▶ THINGS PROBABLY DIDN'T GO EXACTLY AS PLANNED. INCLUDE ANY LESSONS LEARNED THAT WILL HELP YOU IMPROVE FOOD SECURITY IN THE FUTURE, OR THAT YOU WOULD DO DIFFERENTLY NEXT TIME. OR INCLUDE ANY ADVICE THAT WOULD HELP OTHER ALASKANS WITH MICROGRANT FOR FOOD SECURITY PROJECTS.

# SUBMIT REPORT

IN WORD OR PDF FORMAT TO:

## DNR.AG.GRANTS@ALASKA.GOV

DON'T FORGET TO INCLUDE AT LEAST ONE (1)
PHOTO WITH THE REPORT

# Reimbursement Form and Receipts

▶ Use the Reimbursement Form provided by the Division of Agriculture.

▶ Submit only 1 Reimbursement Form with applicable expenses and send all your receipts.

▶ Reimbursement Form and receipts can be sent in the same email as the Final Report.

▶ Reimbursement forms must be signed by the Project Coordinator.

▶ See a "**SAMPLE/EXAMPLE**" of a properly completed Reimbursement Form and a reminder of our Receipt Requirements on the *next 2 slides*.

***No reimbursements will be processed until the Final Report is approved.***

# REIMBURSEMENT REQUEST

## State of Alaska Division of Agriculture

1801 S. Margaret Dr., Ste 12, Palmer, AK 99645 * Phone: 907-745-7200 Fax: 907-745-7112

Project Number: 2023-  XXXXX(name of the project
Project Coordinator Name: Henny Penny
Request Date: April 26, 2024

| Category | Description | Budgeted/Grant Award Total | Amount Already Paid (50% Advance) | Amount Requesting |
|---|---|---|---|---|
| **Small Or Large Animal** | Hay & Grain feed | X $2,000 <br> or <br> ☐ $5,000 | $1,000 | $1,000 |

*Please attach all associated receipts, paid invoices, and/or purchase orders to back up expenses.  Final reimbursement requests must also include all required project reports. *

Grantee or Project Coordinator hereby certifies that payment was used for Hay & Grain expenses per terms of MGFS 2023 Grant Contract(s),

*Henny Penny*                                                                4.26.2024
_____
**Grantee or Project Coordinator Signature**                                      **Date**

Have you submitted all the required documentation to close out your grant?

X Reimbursement Request form

☐ All eligible Receipts, paid Invoices (not Quotes), and/or Purchase Order(s) with dates that correspond to your grant project period of performance

☐ Final Report with all fields filled out

☐ A minimum of one photo of your project that captures the essence of your project (if applicable)

# Receipt Requirements:

The receipt example provided is used as an illustration only to provide guidance.

All expenses on Micro-Grants for Food Security projects must show proof of payment to qualify for reimbursement and follow these basic requirements:

- Be legible scans/photos/documents

- Include DATE OF PURCHASE

- Include VENDOR NAME and ADDRESS

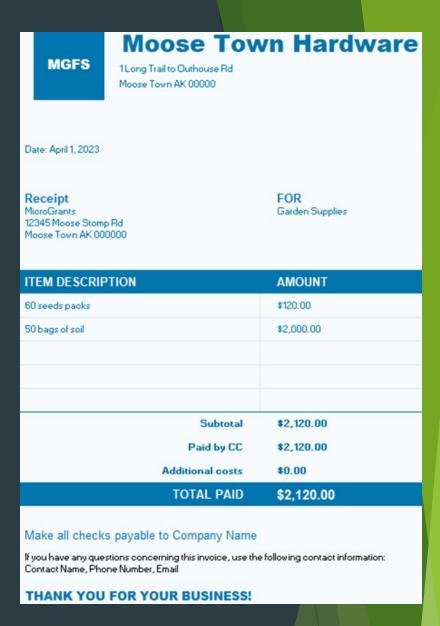- Provide an ITEMIZED LIST and DESCRIPTION of the feed purchased

- Include price of each item and total amount paid

- Show status of payment (i.e., show payment and method or include "PAID" with amount.)

- Show shipping/taxes if included in cost

- Online orders must show proof of payment, not just order confirmation

**All receipts must accompany the Reimbursement Request form.**

SEE SAMPLE RECEIPT FOR REFERENCE→

## Moose Town Hardware

**MGFS**
1 Long Trail to Outhouse Rd
Moose Town AK 00000

Date: April 1, 2023

Receipt
MicroGrants
12345 Moose Stomp Rd
Moose Town AK 000000

FOR
Garden Supplies

| ITEM DESCRIPTION | AMOUNT |
|---|---|
| 60 seeds packs | $120.00 |
| 50 bags of soil | $2,000.00 |
| | |
| | |
| | |
| Subtotal | $2,120.00 |
| Paid by CC | $2,120.00 |
| Additional costs | $0.00 |
| **TOTAL PAID** | **$2,120.00** |

Make all checks payable to Company Name

If you have any questions concerning this invoice, use the following contact information:
Contact Name, Phone Number, Email

**THANK YOU FOR YOUR BUSINESS!**

**Receipts must show purchases within the project term of January 1, 2024– September 30, 2024, to be eligible for FY21 MGFS funding and reimbursement.**

Digital Submission:
If submitting scans or photos of receipts, please select a 300 dpi or higher resolution. PDF, PNG, JPEG, JPG or TIFF image formats will all be accepted.

IF YOU HAVE ANY QUESTIONS, EMAIL:

DNR.AG.GRANTS@ALASKA.GOV

Thank you! ☺ GRANTS TEAM