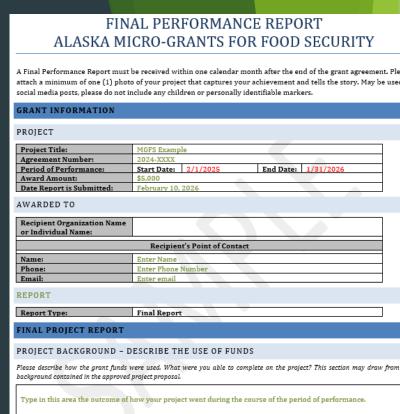ALASKA 2024 MICRO-GRANT FOR FOOD SECURITY

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 budget (for organizations), activities and 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 HOW 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 how that food was provided to the beneficiaries.

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

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. Ple... attach a minimum of one (1) photo of your project that captures your achievement and tells the story. May be used... social media posts, please do not include any children or personally identifiable markers.

GRANT INFORMATION

PROJECT

Project Title:	MGFS Example			
Agreement Number:	2024-XXXX			
Period of Performance:	Start Date:	2/1/2025	End Date:	1/31/2026
Award Amount:	$5,000			
Date Report is Submitted:	February 10, 2026			

AWARDED TO

Recipient Organization Name or Individual Name:	
Recipient's Point of Contact	
Name:	Enter Name
Phone:	Enter Phone Number
Email:	Enter 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... background contained in the approved project proposal.

Type in this area the outcome of how your project went during the course of the period of performance.

Don't Forget:

- REPORTS NEED TO BE SUBMITTED BY THE PROJECT COORDINATOR

- REPORTS ARE DUE BY 3/2/2026

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. 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

Project Title:	MGFS Example			
Agreement Number:	2024-XXXX			
Period of Performance:	**Start Date:**	2/1/2025	**End Date:**	1/31/2026
Award Amount:	$5,000			
Date Report is Submitted:	February 10, 2026			

- **PROJECT TITLE:** IS THE NAME OF YOUR MICROGRANT PROJECT
  EXAMPLE: DEVELOPING A CHICKEN COOP IN CHICKEN, AK

- **AGREEMENT NUMBER:** IS THE UNIQUE NUMBER FOR YOUR PROJECT
  EXAMPLE: MGFS#2024-XXXX

- **PERIOD OF PERFORMANCE:** IS 2/1/2025 - 1/31/2026

- **AWARD AMOUNT:** IS THE TOTAL AMOUNT APPROVED FOR YOUR GRANT AWARD.

- **DATE REPORT IS SUBMITTED:** ENTER CURRENT DATE

AWARDED TO	
Recipient Organization Name or Individual Name:	
Recipient's Point of Contact	
Name:	
Phone:	
Email:	

- **RECIPIENT NAME:** INCLUDE THE NAME OF YOUR GRANT HERE.
- EXAMPLE: PENNY.
- ORGANIZATIONS WILL USE THE ORGANIZATION'S NAME.

- **POINT OF CONTACT:** THIS IS THE CONTACT INFO FOR WHO IS FILLING OUT THE REPORT. LIST THE PROJECT COORDINATOR'S CONTACT INFO HERE.

FINAL PROJECT REPORT

PROJECT BACKGROUND – DESCRIBE THE USE OF FUNDS

Please describe how the grant funds were used. This section may draw from the background contained in the approved project proposal.

Press "Enter" inside the table to make room for more info.

PROJECT BACKGROUND:

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

Explain how you completed the work you proposed. Describe all the activities that were funded in your budget. Did you purchase supplies? Did you hire contractors? Did you pay personnel or do the labor yourselves? Did you build what you proposed to build? Did you travel or attend trainings? Did you produce food and did you feed it to people? Explain how. Expand this section as needed to capture your use of the funds and whether your project successfully completed its objectives.

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

TYPE OF PROJECT & GRANT EXPENSES:

If you do not see an applicable 'Cost Category' please add to the bottom two rows as you see fit. (Add more rows as needed by clicking the plus sign to the left of the table). [

Select the project you were awarded and the amount of your grant award in the appropriate column. For example if you were awarded a 'Greenhouse Project' you will select the Greenhouse box and fill in the amount of funding spent.]

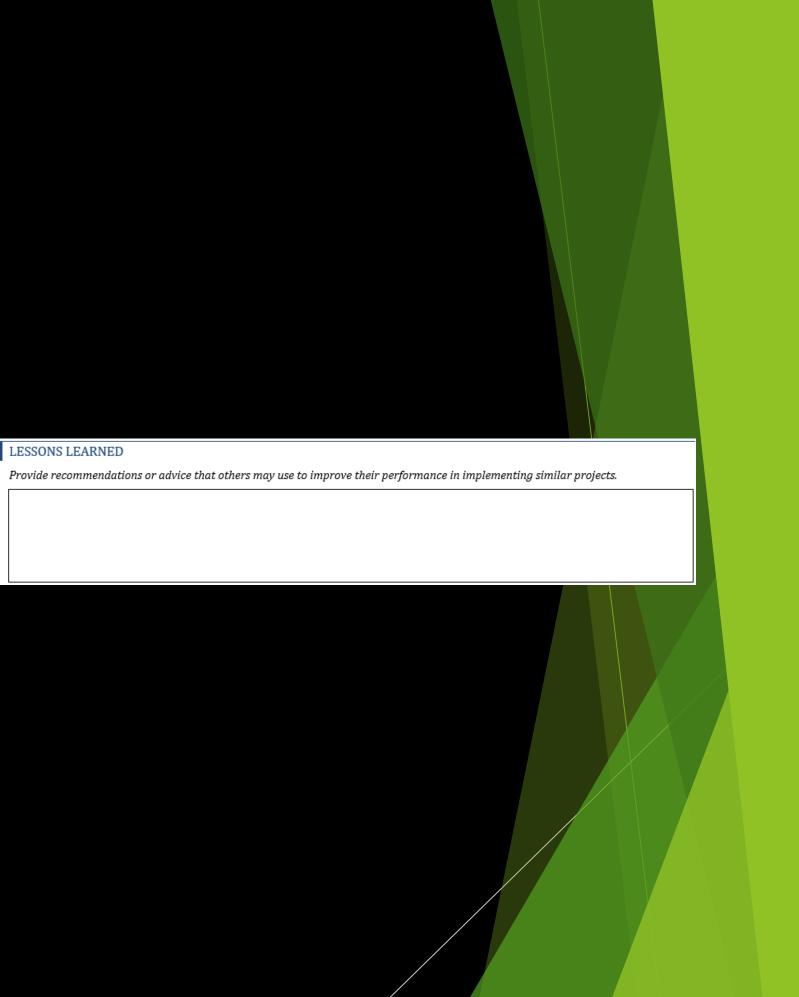| Cost Category – only select the project you applied for in your original application.	Actual Grant Expenses
☐ Gardening: Purchasing gardening tools, soil, soil amendments, seeds, plants, animals, canning equipment, refrigeration, Freezer, Vacuum packing, Canning set up/jars, Garden Box, and necessary items to grow and store food. $3,500	$__
☑ Greenhouse: Engaging in an activity that extends the growing season. $5,000	$4,835.00
☐ Livestock, Poultry, Fencing and Apiary: Building, buying, erecting, or repairing fencing for livestock, poultry or reindeer, animal purchase, and Apiary. $3,500	$__
☐ Food Processing and Storage: harvesting wild plants, vegetables, fruits, and animals. Canning/processing, smokehouses and racks, vacuum packaging supplies, and pressure cookers, refrigeration. $5,000	$__
TOTAL GRANT FUNDS SPENT	$4,835.00

RESULTS, IN NUMBERS:

- 1. Enter the number of pounds produced from your garden. <u>EXAMPLE:</u> 200 lbs harvested to include potatoes, cauliflower and brocoli.
- 2. Enter the number of pounds produced from your greenhouse or were able to harvest. <u>EXAMPLE:</u> 110 lbs of produce harvested from the Greenhouse, 55 lbs of tomatoes and 55 lbs of pumpkins.
- 3. Enter the number of square feet of fenced area or shelter measurements, or gallons of honey, lbs of meat harvested, or eggs collected. <u>EXAMPLE:</u> 8 dozen eggs, 3 turkeys totaling 90 lbs of meat harvested.
- 4. Enter the Food Processing and Storage items processed. <u>EXAMPLE:</u> 40 8 oz jars of jam processed/canned, enter number of pounds stored.
- 5. Provide the number of people supplied with food from the grant. <u>EXAMPLE:</u> A. 4 people in household, B. 10 Neighbors.
  - <u>*YOU CAN ADD MORE ROWS TO THE TABLE TO EXPAND THIS SECTION IF NEEDED.</u>

- DESCRIBE ANY CHALLENGES OR SITUATIONS THAT AFFECTED YOUR PROJECT, SUCH AS PERSONNEL CHANGES, COST INCREASES, UNAVAILABLE SUPPLIES OR IN-KIND CONTRIBUTIONS THAT ALTERED HOW YOU MANAGED THE PROJECT.

- IN THE CORRECTIVE ACTION COLUMN EXPLAIN HOW YOU HANDLED THE CHALLENGE.

- EXAMPLES: COSTS FOR SUPPLIES WERE HIGHER THAN PROJECTED/WE PURCHASED SUPPLIES FOR CHICKEN COOP BUT NOT FENCING. WE DID NOT FENCE CHICKEN YARD, OR FREE LABOR PROVIDED BY VOLUNTEERS SO WE DID NOT USE CONTRACTORS TO BUILD COOP/REQUESTED BUDGET MOD TO USE CONTRACT FUNDS TO PURCHASE MORE HENS.

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		

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.

FOR ORGANIZATIONS

ORGANIZATIONS WILL FILL OUT THE BUDGET/COST CATEGORIES, APPROVED BUDGET AND ACTUAL EXPENSES.

- **ON THE LEFT COLUMN**: ENTER THE ITEMS FROM YOUR APPROVED BUDGET IN THE CORRECT CATEGORIES. YOUR APPROVED BUDGETS WERE PROVIDED IN YOUR PROJECT SUMMARY. EMAIL US AT DNR.AG.GRANTS@ALASKA.GOV IF YOU NEED A COPY OF YOUR PROJECT SUMMARY.

- **ON THE RIGHT COLUMN**: ADD YOUR ACTUAL EXPENSES IN EACH CATEGORY, EVEN IF THOSE EXCEEDED YOUR AMOUNT BUDGETED.

- **MATCHING FUNDS:** FOR ORGANIZATIONS, ENTER YOUR 10% CASH MATCH (BOTH BUDGETED AND ACTUAL) IN THE TWO COLUMNS.

BUDGET

Cost Category	Amount Approved in Budget	Actual Grant Expenses
Personnel		
Fringe Benefits		
Travel		
Equipment		
Supplies		
Itemized Contractor Consultant		
Other		
TOTAL BUDGET		
TOTAL GRANT FUNDS SPENT This is your total grant, not including Match.		
Matching funds, 10% CASH		

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.

- Organizations will fill out the bottom portion, the 10% Match section, of the reimbursement form with their match expenses, and provide all receipts for those Match expenses. *Individual grantees do not need to fill out the 10% Match portion.

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

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

-

REIMBURSEMENT REQUEST

State of Alaska Division of Agriculture

Payment Request #__1__
Request Date: __2/10/2026__

Division of Agriculture
1801 Margaret Dr. Suite. 12
Palmer, AK 99645
Phone: 745-7200
Fax: 745-7112

Project Number: 2024-xxxx
Project Coordinator Name (for group projects): NAME
Organization Name (for Organization Projects):

Category	Description	Budgeted	Amount Already Paid	Amount Requesting
Personnel				
Fringe				
Travel				
Equipment				
Supplies	Greenhouse and applicable Greenhouse supplies	$5,000	$2,500	$2,335
Contractual				
Other				
		Total Budgeted	Total Received	Total Amount Requesting
				$2,335
10% Match	For Organizations only	$200		$200

The 10% Match only applies to Organizations. Individual grantees do not need to fill out the 10% Match in this reimbursement form.

Please include your project receipts when sending in your reimbursement request form.

NAME   2/10/2026

Grantee or Project Coordinator Signature   Date

Coding: 10-1004-4804-108022992-BFY: 2022-Program: 80003DF000-phase: 801003-7006

Grantee (for Single Entity Projects) or Project Coordinator (for Group Projects) hereby certifies that payment will be used for pre-approved budgeted expenses per terms of MGFS 2021 Grant Contract(s),

Receipt Requirements

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 goods/services 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

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

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

    SEE SAMPLE RECEIPT FOR REFERENCE→

Timesheet Requirements

Timesheets must show name of person paid, clock in/out dates and times, total hours worked, and total calculated payment.

Handwritten timesheets and receipts are acceptable if they meet the above requirements and include the printed name, signature and phone number of the person being paid.

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.

Travel Expense Requirements

Proof of travel expenses must show dates of travel, actual expenses for air fare, lodging, car rental/parking and formula used to calculate per diem. Travel expenses must adhere to the State of Alaska's travel regulations found here: http://doa.alaska.gov/dof/manuals/aam/resource/60t.pdf

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 purchase within the project term of 2/1/2025 - 1/31/2026 to be eligible for FY23MGFS funding and reimbursement.

****

IF YOU HAVE ANY QUESTIONS, EMAIL:

DNR.AG.GRANTS@ALASKA.GOV

Thank you! ☺ GRANTS TEAM