



MINI GRANT CLOSEOUT INSTRUCTIONS

Non-profit organizations, municipalities, or other local government agencies who receive funds through the Schuylkill Highlands Mini Grant Program are required to submit a final project report upon completion of the funded project. The final reports are necessary to comply with auditing requirements as mandated by the Pennsylvania Department of Conservation and Natural Resources and The Auditor General of the Commonwealth of Pennsylvania. Please note that submission of the final project report narrative, a cash match confirmation, final payment request, a budget spreadsheet, copies of invoices and checks, and any related plans or document products.

To successfully closeout your Schuylkill Highlands Mini Grant, you must successfully submit the following forms and information to Natural Lands Trust:

1. **A Final Contract Report Narrative.** Please complete the project narrative with all applicable information about the project. Please attach pictures of your project for an eventual SHCL Mini Grant Program Fact Sheet to be created and published.
2. **Completed Cash Match Confirmation Sheet.** This form must be verified and signed by the organization's Executive Director, Township Manager, or other approved officer.
3. **Final Payment Request Form.** As a part of your grant closeout paperwork, please submit your completed Final Payment Request form.
4. **Budget/Summary Cost Spreadsheet.** Please submit a detailed final project budget spreadsheet that corresponds to all invoices and expenses, and income. For in-kind hours, place name, hourly rate, number of hours and actions as well as copies to document their payments and or allowed volunteer hourly rate.
5. **All invoices and corresponding copies of cancelled bank checks** (both the front and back copies of bank checks) for the project. As this is a 1:1, or 50% required match grant program, the grantee must show invoices and/or proof of in-kind labor as well as corresponding cancelled bank checks for the total project cost of the grant award.
6. **Final Plan or Study Document.** Please provide an electronic copy of the final plan, study and or product, if applicable.

Once the paperwork and documentation has been approved, the grantee will receive the remaining 10% grant funds held.