



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 narrative report, payment request, financial spreadsheet, and final plans and or documents funded through the Mini Grant Program upon completion of the funded project.

To successfully close out your Schuylkill Highlands Mini Grant, you must submit the following forms and information below to Natural Lands Trust.

1. **A Final Report Narrative Form.** Please complete the project narrative with all applicable information about the project. Please attach picture(s) of your project for an eventual SHCL Mini Grant Program Fact Sheet to be created and published on the website.
2. **Final Reimbursement Request Form.** As a part of your grant closeout paperwork, please submit your completed Final Payment Request form.
3. **Financial Spreadsheet of Costs and Spending.** Please submit a detailed final project spreadsheet that should include all income and expenses. This detailed spreadsheet should include the name, invoice date, invoice number, invoice amount, check date, paid check number, and check payment amount. For personnel, include the name of person, date of labor, number of hours, hourly pay rate, action, and total. A copy of the invoices should be included with closure. The spreadsheet should have a project total.
4. **Final Plan or Study Documents.** Please provide an electronic copy of the final plan, study or product, and a photo to be used on the Schuylkill Highlands website for the project.

Once the paperwork and documentation has been approved, the grantee will receive the remaining 10% grant funds held. The applicant is required to retain all check copies paid and all financial transactions related to the project budget and funding that may need to be provided upon request of an audit for a period of three years.