



FY 2023-2025 Love Your Block Mini-Grant Final Report

First Name: *First Name*

Last Name: *Last Name*

Organization Name: *Organization Name*

Date of Report: *Click to enter a date*

Grant Start Date: *Click to enter a date*

Grant End Date: *Click to enter a date*

SECTION 1: PROJECT REPORT

1. Please summarize your original Love Your Block Mini-Grant project proposal and goal.

Enter text

2. Did you complete your original project proposal and goal? What changed?

Enter text

3. What dates did you hold your community events, and how many volunteers attended each event?

Enter text

4. Describe the final outcome of your project.

Enter text

5. Comment on additional outcomes not directly associated with the project's objectives (e.g. partnerships formed, additional funding support gained).

Enter text

6. How did you conduct outreach and publicity?

Enter text

7. How did your Love Your Block Mini-Grant impact the Richmond community?

Enter text

8. How did volunteers serve the community through your Love Your Block Mini-Grant?

Enter text

9. What challenges did you encounter?

Enter text

10. What lessons did you learn through the Love Your Block Mini-Grant program?

Enter text

11. What suggestions do you have to offer to improve the Love Your Block Mini-Grant program?

Enter text

SECTION 2: METRICS REPORT

Please complete the metrics report form below. **If you do not know the exact numbers, enter your best estimate.** You may also enter other metrics you collected at the bottom of the form.

Metric	Unit of Measurement
Trash Bags Filled	bags filled
Litter Removed	pounds removed
Community Events	created
Trees Planted	trees planted
Trees/Shrubs Pruned	trees/shrubs pruned
Art Displays Created	art displayed created
Lot Clean-Ups	lot clean-ups held
Park Clean-Ups	park clean-ups held
Street/Sidewalk Clean-Ups	streets/sidewalks clean-ups held
Volunteers Recruited	recruited
Hours of Volunteer Service	total hours served (# volunteers x # hours)
Gardens Created	created
Gardens Revitalized	revitalized
Seeds/Plants Planted	seeds/plants planted
Square Footage of Plants Planted	square feet
Square Footage of Space Painted	square feet
Residents Reached (via fliers, social media)	residents reached
Other: <i>Enter custom metric</i>	<i>Enter custom metric</i>
Other: <i>Enter custom metric</i>	<i>Enter custom metric</i>
Other: <i>Enter custom metric</i>	<i>Enter custom metric</i>
Other: <i>Enter custom metric</i>	<i>Enter custom metric</i>
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Other: <i>Enter custom metric</i>	<i>Enter custom metric</i>
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Other: <i>Enter custom metric</i>	<i>Enter custom metric</i>

SECTION 3: BUDGET REPORT

Complete your budget report using the provided Excel template and submit it with your final report package. Detailed instructions are provided in the template.

SECTION 4: ADDITIONAL ATTACHMENTS REQUIRED

Please upload the following along with your Final Report to your personalized Google Drive folder sent to you by City staff. **Final Reports that do not include the below are considered incomplete.**

Copies of all receipts, checks, and other payments made with the grant funds uploaded to the “RECEIPTS” subfolder.

- Combine receipts, checks, and other payment records into **one** PDF document.
- Review “SECTION 3: BUDGET REPORT INSTRUCTIONS” in the budget report template on how to organize and label your payment records **and to ensure your payment records meet all requirements.**

Copies of all signed City of Richmond Liability and Waivers from the project uploaded to the “WAIVERS” subfolder.

- Combine your signed waivers into one PDF document **per event**. If you held 3 events, you should submit 3 PDF documents.

Individual files (PNG or JPG only) of before, during, and after photos of your project site uploaded to the “PHOTOS” subfolder.

- Among your photos, include **unobstructed before and after photos from the same angle** to show the transformation of the project site(s).
- Videos are not required but recommended!

Files for all outreach and publicity materials uploaded to the “PUBLICITY” subfolder.

- Examples include, but are not limited to: press releases, news articles, news/television appearances, brochures, announcements, flyers, manuals, reports, social media graphics, t-shirts, banners, etc.
- Materials may be checked for compliance with the publicity requirements of the mini-grant agreement.
- Web links are also acceptable for materials such as news articles and social media posts. If sending web links, they may be pasted below.

In this space, you may enter web links to outreach and publicity materials. Otherwise, please upload them to the designated “PUBLICITY” Google Drive folder.

Love Your Block Mini-Grant Final Report

SECTION 3: BUDGET REPORT INSTRUCTIONS

Requirements for Payment Records

- A. All payment records must be legible (including vendor/store name), itemized, dated between July 1, 2024 and April 30, 2025, and correspond to your approved grant budget.
- B. All payment records must correspond to your approved grant budget and grant agreement contract.
- C. Partially billed payment records for labor, stipends, or services will be accepted.
- D. All other partially billed payment records will be **rejected**.

How to Prepare Your Payment Records

- E. Organize your payment records by date.
- F. Clearly label each payment record with a number. The earliest dated payment record will be labeled with 1, and the last payment record will be the highest number.
- G. If your payment record is multiple pages long, you will still label it with the same payment record number.
- H. Scan and/or merge all of your payment records into **one PDF file** for your final report package.

Attachments Required for Administrative Costs

- I. There is a limit of **10%** of your awarded grant that you can bill to the grant for administrative costs. Any costs in excess of 10% that are billed to the grant will be **rejected**.
- J. At least two pieces of documentation are required:
 - K. 1. An invoice showing staff names, rate, and hours being billed to the grant.
 - L. 2. Timesheets and activity logs OR payroll records for staff on the invoice.
- M. If you are paying an independent contractor for the administrative costs, then follow the instructions for **Attachments Required for Labor, Stipends, or Services (Rows N through T)**.

Attachments Required for Labor, Stipends, or Services

- N. There is a limit of **30%** of your awarded grant that you can bill to the grant for labor, stipends, or services. Any costs in excess of 30% that are billed to the grant will be **rejected**.
- O. At least two pieces of documentation are required:
 - P. 1. An itemized invoice showing the name, description of the services, date(s) services were provided.
 - Q. 2. Proof of payment such as a canceled check.
- R. Services must be completed between July 1, 2024 and April 30, 2025. Invoices may be dated through May 31, 2025 for services completed between July 1, 2024 and April 30, 2025.
- S. Payments for services completed prior to July 1, 2024 or after April 30, 2024 will be **rejected**.
- T. Proof of payment may be dated through May 31, 2025 for services rendered before April 30, 2025.

Attachments Required for Fiscal Sponsorship Fees

- U. There is a limit of **10%** of your awarded grant that you can bill to the grant for fiscal sponsorship fees. Any costs in excess of 10% that are billed to the grant will be **rejected**.
- V. Submit an invoice from your fiscal sponsor for the fiscal sponsorship fee, dated between July 1, 2024 and May 31, 2025.

How to Fill Out the Budget Report

- W. Enter your payment record numbers in order in Column A: Record #. This will allow staff to easily reference a payment record if we have any questions or concerns as we review them.
- X. Enter the date of the purchase in Column B: Date.
- Y. Enter a brief description of what you paid for in Column C: Description.
- Z. Enter the amount in Column D: Cost.
- AA. Your total cost will automatically calculate.
- AB. You will not be filling in any of the grey or blue cells.
- AC. If you have more than 50 payment records, you may need to complete a second form.
- AD. Submit this document in Excel format as part of your final report package.

SECTION 3: BUDGET REPORT

FILL OUT THE BUDGET REPORT:

1. Enter your payment record numbers in order in **Column A: Record #** . This will allow staff to easily reference a payment record if we have any questions or concerns as we review them.
2. Enter the date of the purchase in **Column B: Date**.
3. Enter a brief description of what you paid for in **Column C: Description**.
4. Enter the amount you are billing to the grant in **Column D: Cost**.
5. Your total cost will automatically calculate.
6. You will not be filling in any of the grey or blue cells.
7. If you have more than 50 payment records, you may need to complete a second form.
8. Submit this document in **Excel** format as part of your final report package.

Record #	Date	Description	Cost	Approved Cost	City of Richmond Comments
1			\$ -		
2			\$ -		
3			\$ -		
4			\$ -		
5			\$ -		
6			\$ -		
7			\$ -		
8			\$ -		
9			\$ -		
10			\$ -		
11			\$ -		
12			\$ -		
13			\$ -		
14			\$ -		
15			\$ -		
16			\$ -		
17			\$ -		
18			\$ -		
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38			\$ -		
39			\$ -		
40			\$ -		
41			\$ -		
42			\$ -		
43			\$ -		
44			\$ -		
45			\$ -		
46			\$ -		
47			\$ -		
48			\$ -		
49			\$ -		
50			\$ -		
		TOTAL:	\$ -	\$ -	
		GRANT BUDGET:	\$ -	\$ -	
		AVAILABLE:	\$ -	\$ -	
		AMOUNT PAID UPFRONT (90%):	\$ -	\$ -	
		TOTAL APPROVED EXPENDITURES:	\$ -	\$ -	
		AMOUNT TO BE RETURNED:	\$ -	\$ -	