



## FY 2021-2023 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*

### PROJECT REPORT

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**1. What was your original Love Your Block Mini-Grant project proposal and goal?**

*Enter text*

**2. Describe the final outcome of your project.**

*Enter text*

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

*Enter text*

**4. How did you conduct outreach and publicity?**

*Enter text*

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

*Enter text*

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

*Enter text*

**7. What challenges did you encounter?**

*Enter text*

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

*Enter text*

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

*Enter text*

## 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                                | lots cleaned               |
| Park Clean-Ups                               | parks cleaned              |
| Volunteers Recruited                         | recruited                  |
| Hours of Volunteer Service                   | total hours served         |
| 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> |
| 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> |

## BUDGET REPORT

Please complete the budget report form below. Detail how you spent your mini-grant funds.

| Item                    | Description/Purpose | Cost | Quantity | Total Cost |
|-------------------------|---------------------|------|----------|------------|
| Item 1                  | Item Description    |      |          | \$0.00     |
| Item 2                  | Item Description    |      |          | \$0.00     |
| Item 3                  | Item Description    |      |          | \$0.00     |
| Item 4                  | Item Description    |      |          | \$0.00     |
| Item 5                  | Item Description    |      |          | \$0.00     |
| Item 6                  | Item Description    |      |          | \$0.00     |
| Item 7                  | Item Description    |      |          | \$0.00     |
| Item 8                  | Item Description    |      |          | \$0.00     |
| Item 9                  | Item Description    |      |          | \$0.00     |
| Item 10                 | Item Description    |      |          | \$0.00     |
| Item 11                 | Item Description    |      |          | \$0.00     |
| Item 12                 | Item Description    |      |          | \$0.00     |
| Item 13                 | Item Description    |      |          | \$0.00     |
| Item 14                 | Item Description    |      |          | \$0.00     |
| Item 15                 | Item Description    |      |          | \$0.00     |
| Total Amount Requested: |                     |      |          | \$0.00     |

## **ADDITIONAL ATTACHMENTS REQUIRED**

Please send the following along with your Final Report. **Final Reports that do not include the below are considered incomplete.** You may include a link(s) to Google Drive folders, Dropbox, or other sites where your files can be downloaded if your file sizes are too large for e-mail. Please use separate folders to distinguish between each of the following.

- ☐ Copies of all receipts, checks, and other payments made with the grant funds. **Please combine into one PDF document.**
- ☐ Copies of all signed City of Richmond Liability and Waivers from the project. **Please combine 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. (You may include a link to a Google Drive folder, Dropbox, etc. where all files can be downloaded in the space below.)
- ☐ Files for or web links to outreach and publicity materials developed for the project. (If sending web links, they may be typed below.)

*If applicable, enter links to Google Drive folders, Dropbox, or other sites where your files can be downloaded. Please use separate folders for the different types of files (i.e. receipts; waivers; photos; outreach and publicity materials).*

*In this space, you may also enter web links to outreach and publicity materials developed for the project in lieu of files.*