

MINI GRANT ADMINISTRATION REFERENCE FOLDER

Congratulations on receiving a grant from the Ohio Environmental Education Fund (OEEF)! By applying for and receiving a grant you have become an example of the growing number of Ohio's educators, business professionals and citizens at large who see the importance of and need for increased environmental awareness through education.

At the conclusion your project you will be required to submit a technical and fiscal report, budget information, and other documents necessary to meet the conditions of your grant agreement. In order to make the reporting process as simple and straight forward as possible we have developed the Mini Grant Administration Reference Folder (MiniGARF) to help guide you through the preparation of your reports.

To get started on your grant, you will need to carefully review your Grant Agreement. Make sure your Authorizing Agent reviews, approves and signs the Grant Agreement. **Please note we can not accept agreements that have been rubber stamped or signed by a party other than the Authorizing Agent, or his/her designee.** Once all signatures have been obtained, **THREE** copies of the Grant Agreement with the Authorizing Agent's original signature must be mailed to the OEEF. **TWO** copies of the fully executed Agreement, which will have the Director of the Ohio Environmental Protection Agency's signature, will be forwarded to you as soon as possible. We ask that you provide your Fiscal Agent with one copy of the Agreement since a number of the reporting requirements pertain to fiscal information. Please do not incur or expend any dollars towards your grant prior to the full execution of the Grant Agreement. You can expect you initial payment within six to eight weeks after the Agreement is fully executed.

OEEF Grants are subject to an auditor's review. It is important, therefore, that the conditions of the Grant Agreement are adhered to and fiscal records are maintained. If any questions arise during the course of your grant concerning the grant agreement conditions, please do not hesitate to call us. Remember, an ounce of prevention is worth a world of cure!

We wish you luck with the success of your project and, as always, the OEEF staff will be more than happy to help you in any way possible.

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Columbus, OH 43216-1049 Columbus, OH 43215
phone (614) 644-2873
Fax (614) 728-1275
Email oeef@epa.state.oh.us

ACTIVITY CLOSING REPORTS

When preparing the **Activity Closing Report** provide a review of the entire project. Please include the following information:

- *an evaluation of the project effectiveness and accomplishment of project's educational objectives;

- *highlights of exemplary learning experiences

- *things you learned while implementing the project (both positive and negative)

- *your thoughts on how your project can be replicated or the products can be duplicated and the audience most likely to benefit from the continuation;

- *your plans for future continuation of activities or dissemination of products;

- *a summary of the number of persons who benefited directly from your project.

We want to be as flexible as possible in the reporting format, so as long as you provide the above information you can be as creative (of course we as reviewers encourage that!) or traditional as you like in style and format. **The report must be signed by two individuals, unless otherwise agreed. The report may be signed by the Project Director, Authorizing Agent and/or Fiscal Agent.**

ACTIVITY MODIFICATION AND TIME EXTENSIONS

If you want to modify the activities in your project, please consult with the OEEF. Major program activity changes must be put in writing and sent to the OEEF. Prior written approval from the OEEF is necessary before any modified activity can be implemented.

A project time line extension can be made by putting the request in writing to the OEEF. Once the request has been reviewed and approved written confirmation of the extension will be sent to the Grantee.

FISCAL CLOSING REPORTS

Reporting the required fiscal information is a bit more complicated than the project report narrative, but don't panic. We have forms! Enclosed you will find:

1. the form needed for reporting fiscal expenditures
2. the form needed to request a budget modification

The **Fiscal Closing Report** provides a summary of expenditures and remaining balances, if appropriate. It details the budget amount by line item, the amount spent by line item and provides a running balance of any remaining funds by line item. You may use these forms or you can create your own computerized version but you must supply the requested information using this format. **The report must be signed by two individuals, unless otherwise agreed. The reports may be signed by the Project Director, Authorizing Agent and/or Fiscal Agent.**

BUDGET MODIFICATIONS

Budget modifications within the approved budget line items can be made without prior written approval of the OEEF provided the modifications do not modify the project activities or increase the total project cost. If it is determined a budget modification is necessary, you must notify the OEEF of the changes, in writing, within 30 days of the date the determination is made.

Increasing Equipment Line Item: You will need prior written approval from the OEEF if you want to increase your equipment line item. Again, you can use the forms provided or create your own using the same format.

You will want to keep the following things in mind when completing a modification:

- *Plan ahead.
- *Be sure the budget is **ACCURATE**
- *All requests require an original signatures

Well, that's it for reporting requirements!. Remember, education should be fun and we want you to be excited with your grant project while learning wonderful things about the environment. The OEEF staff will be available to assist you at any time, so please do not hesitate to call.

(Letterhead)

OEEF ID #:

Organization Name:

Statement Period: (month/day/year) **through** (month/day/year)

BUDGET MODIFICATION REPORT

	Current Budget	Amount of Change (+ or -)	Modified Budget
A. Personnel			
1. Salary/Wages			
2. Benefits			
3. Stipends/Substitutes			
SUBTOTAL			
B. Non-Personnel			
1. Supplies			
2. Equipment			
3. Printing			
4. Other			
SUBTOTAL			
C. Contractual			
SUBTOTAL			
TOTAL			

**We certify the reported OEEF grant expenditures are true and accurate.
These expenditures have been incurred and complete documentation is on
file.**

(Signatures)

(letterhead)

OEEF ID #:

Organization Name:

Statement Period: (month/day/year) **through** (month/day/year)

FISCAL CLOSING REPORT

	Current Budget	Total Expenditures	Remaining
Balance			
A. Personnel			
1. Salaries			
2. Benefits			
3. Stipends/Substitutes			
SUBTOTAL			
B. Non-Personnel			
1. Supplies			
2. Equipment			
3. Printing			
4. Other			
SUBTOTAL			
C. Contractual			
SUBTOTAL			
TOTAL OEEF			
TOTAL CONTRIBUTIONS¹			_____

¹ cash, volunteer services, other contributions made by Grantee

**We certify the reported OEEF grant expenditures are true and accurate.
These expenditures have been incurred and complete documentation is on
file.**

(Signatures)