

Reporting Requirements and Reimbursement Request Checklist

Check if enclosed Item

EVALUATION (during and after): Provide post project evaluation information in response to questions posed in the application and as detailed below

- Did you indicate who will be responsible to see that the project is being properly carried out?
(Please provide name & phone number if different from project director)
- Did you define how you will evaluate the success of the project (e.g., pre & post survey, number of attendees)? Provide specific examples.

Provide the SMCWPPP with a detailed final project report by December 31, 2010 which includes:

- Copy of all receipts- Number receipts and make note of such on spreadsheet
- Copies of any outreach developed (if applicable to your project)All materials produced must include a credit statement reading, "This program/project was funded by a grant from San Mateo Countywide Water Pollution Prevention Program. (SMCWPPP)" Credit statements should be included in publications, presentations, conferences, workshops, signs, public service announcements, and other publicity pieces (e.g., TV, radio, website, and newspaper).
- Photo documentation of entire project **Projects are required to be photo documented.** Applicants may choose type of documentation: slide, digital, or print.
- Budget breakdown and Reimbursement Request (use budget and reimbursement request spreadsheet)
- Report that evaluates the success of the project and identifies/ explains milestones reached, methods, etc
- Check this box if you would like to present the project at one of SMCWPPP's meetings held on the second Tuesday of every other month.