

**San Mateo Countywide Water Pollution Prevention Program
COMMUNITY ACTION GRANT PROGRAM
FINAL REPORT Cover Page**

Final reports are due December 31, 2010. Type the information below or cut and paste the information on an electronic program. Use additional pages as needed. If you are having difficulties completing this form, please contact Elizabeth Claycomb, claycombe@ci.pacifica.ca.us, (650) 738-7361

PROJECT TITLE _____

PROJECT DIRECTOR _____

PROJECT GROUP/SCHOOL _____

ADDRESS _____

CITY _____ **ZIP** _____

PHONE (Day) _____ **(Eve)** _____

EMAIL ADDRESS _____

REIMBURSEMENT

CHECK MADE OUT TO _____

MAILING ADDRESS _____

CITY _____ **ZIP** _____

Submit your Final Report in this order, after the **Cover Page**:

1. **FINAL BUDGET BREAKDOWN:** Use the “Reimbursement Request” Excel sheet found on SMCWPPP’s website:
http://www.flowstobay.org/documents/community/community-action/Reimbursement%20Request%208.5x11%20SMCWPPP_CAG.xls The budget breakdown includes the task number, description, receipt number, and receipt amount.

2. **ATTACH COPY OF ALL RECIEPTS:** Place receipts in date order. These should correspond to what is listed on your Reimbursement Request.

3. **REPORT THAT EVALUATES THE SUCCESS OF THE PROJECT:** Evaluate the success of the project based on what was stated in your application (question 9.b) – examples: pre & post survey, number of attendees, etc. Your report could also include the following:
 - Location of project (city, name of creek or watershed)
 - The problem or issue your project addressed
 - Your target audience and the number of people your project reached
 - What you did, and how you did it
 - The project result or product
 - The outreach strategy and the people involved in the project
 - How your group benefited from the project

4. **PHOTO DOCUMENTATION OF ENTIRE PROJECT:** Projects are required to be photo documented. Applicants may choose type of documentation: digital, slide, or print.

5. **COPIES OF ANY OUTREACH DEVELOPED**

Final Reports must be received by Friday, December 31, 2010 to:

**Elizabeth Claycomb
City of Pacifica Planning Department
Community Action Grant Program
170 Santa Maria Ave.
Pacifica, CA 94044**