**Environmental Grant Report**

**V2.0**

Instructions

1. Environmental grant reports need to be submitted quarterly to the conservation@ky.gov e-mail address until all funds are spent.
2. Each active environmental grant needs a **separate report** based on fiscal year**.**
	1. **For example**: if you have an environmental grant from 2021 and 2022, both need a separate report. However, if you have multiple parts to a grant then that needs one report
		1. **For example**: You’re 2023 grant is for dead animal removal and tree seedling purchase. That is one report.
3. Reports are due by the end of the month in March, June, September, and December.
	1. March’s report should cover January, February, and March using the most up to date info.
	2. September is the 1st Quarter report, December is the 2nd quarter report, etc. **Reports follow the fiscal year.**
4. Report your expenses for each quarter as itemized expenses.
	1. For example, if your district does dead animal removal, the expense would be the name of the hauler and the cost to reimburse.
	2. If the district reimburses individuals, the itemized expense can be labeled as landowner reimbursement.
5. Please use the grant report narrative as an opportunity to describe what the environmental grant funds were used for this quarter.
6. All reports should be submitted using the subject **XXX County Environmental Grant XX Quarter FY XXXX**
	1. Please fill in the quarter we are currently in and the fiscal year the grant was awarded.
	2. When submitting a final report please note that it is the final report in the subject line and the name of the document.
7. **All funds for environmental grants need to be spent in two years.**
8. You do not have to report your match.

ENVIRONMENTAL GRANT QUARTERLY REPORT

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ COUNTY CONSERVATION DISTRICT**

**Quarter -**

**Date:**

* **Grant Project Title:**
* Year Environmental Grant was approved:
* Amount Awarded:
* Funds Remaining this Quarter:

|  |  |  |
| --- | --- | --- |
| Quarter: |  |  |
| Itemized Expenditures | Current Quarter | Year to Date |
|  | $ |  |
|  | $ |  |
|  | $ |  |
|  | $ |  |
|  | $ |  |
|  | $ |  |
|  | $ |  |
| Totals | $ | $ |

**Grant Report (***please write two to three sentences that described the activities during this grant period)*: