

# **Sample of Grant Recipients' - General Agreement & Reporting Guidelines**

## **Elaine Joines Memorial Grants Program of the Hardy Plant Society of Oregon HPSO**

*HPSO Grants Program, 828 NW 19<sup>th</sup> Avenue, Portland, OR 97209*

Grantee agrees to abide by the following requirements as a recipient of a Hardy Plant Society of Oregon grant:

1. Grantee will confirm in writing that funds granted are used for the intended purpose as described in the application, and, if applicable, as further amended by the HPSO Grants Committee at the time of the grant award. Any amendments to the original grant request will be described in full in the letter grantees receive that accompany the award. Grantees will submit a "typewritten " mid-project progress report and a final report or presentation-quality poster within 30 days following COMPLETION of the project (not more than one year after receipt of the grant). Reporting outlines will be sent at the time of the award. Hand written reports will **NOT** be accepted. Failure to submit grant reports could jeopardize current and future grant awards.
2. If the mid-project Progress Report is not received on time, the Hardy Plant Society of Oregon retains the right to request that Grantee return the funds awarded.

These are the requirements of this grant award along with some suggestions to help make your project successful.

1. **Read the requirements for the Grant Recipient Reports carefully.**
  - o Note that the **deadline** for your mid-project **progress report** is not later than six months from the date of your check, and your **final report is due within 30 days of the completion of your grant award period.** **Other report options and dates may apply to an individual award**
  - o Failure to submit a Grant Recipient Report could jeopardize your current or future grant awards.

By accepting funds from HPSO, you agree to fulfill the requirements. Receiving these reports from you, on time, is very important to the on-going support of this program as it lets the HPSO Board know how grant monies are spent. Should you not fulfill the reporting requirement, at a minimum you will not be considered for another grant for at least one year. If the project does not take place, or funds are unused in whole or in part, we ask that these funds be returned to HPSO so we may use them to fund other projects. If any questions arise about your report, please feel free to contact the HPSO Office at: 503.224.5718.

2. **Keep complete records** of all major purchases. Provide copies of that documentation to HPSO with the Grant Recipient Report budget summaries. Be sure to account for all expenditures in your budget summary reports.
3. **Track volunteer hours** and in-kind donations, including monetary equivalent. Remind each volunteer

to help with this by using a volunteer sign-in/sign-out book. Such records are valuable to you for future efforts, especially for fundraising documentation. It can also be gratifying to compare these with past and future anticipated goals.

4. **Take plenty of photographs.** Ask participants and supporters to take photos. Nothing documents your project as well as photos, especially "before and after" pictures. Be sure to include lots of participants and others, in both informal and more formal "staged" photos. These will not only be useful for the HPSO report and final presentation, but for publicity, donors, and future funding solicitations.
5. **Keep a list of additional needs as they arise.** Contact local organizations, businesses, and individuals to help develop or enhance your project. Identify potential partners and supporters; record the contact information for those that sign-on to your project. Ask people for ideas – it never hurts to ask!
6. **Keep everyone updated on your progress,** especially if your organization is large, or other important stakeholders, such as donors or decision-makers, are in another location.
7. **Keep a file to document the project,** and fill it with newspaper articles, photos, press releases, letters of support and any other kind of information about the project.
8. **Use the media,** including electronic means such as website and group e-mail lists, to announce your successes. Send announcements to local newspapers, television or radio stations about a ground-breaking ceremony, large donations, or community work days. Be sure to mention your HPSO grant and other donors whenever possible.
9. **HPSO would appreciate recognition** for this grant at your project site.