**UTAH DIVISION OF FORESTRY, FIRE & STATE LANDS**

**2019-2020 COMMUNITY FORESTRY PARTNERSHIP GRANT**

**OFFICIAL FINAL REPORT FORM: *DUE BEFORE MAY 26, 2020 (postmarked)***

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| **NAME OF PROJECT AND COMMUNITY/ ORGANIZATION:** | | | |
| **PROJECT COORDINATOR/ CONTACT PERSON:** | | **TITLE:** | |
| **MAILING ADDRESS:** | | | |
| **City:** | **State:** | | **Zip Code:** |
| **WORK PHONE:** | | **ALTERNATIVE PHONE:** | |
| **E-MAIL:** | | **FAX:** | |

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| **TOTAL PROJECT COST** *(Include all cash, labor, donations, volunteer hours, etc.)***: $** | |
| **GRANT AMOUNT AWARDED:**  **$** | **TOTAL COMMUNITY MATCH:**  **$** |
| # OF VOLUNTEER HOURS: | TOTAL VALUE OF VOLUNTEERS: $ |
| # OF TREES PLANTED (*If applicable*): | |

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| **SUMMARY OF PROJECT PROCESS AND OUTCOMES:**  ***Include details on project proceedings and accomplishments in narrative below.*** |
| ***Additional narrative and supplemental material may be provided on separate, attached sheets.*** |
| **COST SUMMARY:**  ***Itemize ALL eligible costs, cash and in-kind contributions and donations***  ***Attach all supporting materials (invoices, receipts, volunteer log, etc*.)** |
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| **FINAL Project Budget (actual costs; input numbers from above)** |

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| **Community Forestry Partnership Grant** | | | | | |
| **Budget Calculation Form** | | | | | |
| **Project Expenses** | **Quantity/Hourly Rate or Piece Rate** | **Total** | **Grant Funds (A)** | **Cash Match (B)** | **Donated/In-Kind (C)** |
| **Personnel Expenses (Wages, Volunteers, Registration/Fees)** | | | | | |
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| **Operating Expenses (Trees, Materials, Equipment, Rentals, Travel)** | | | | | |
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| **Contract Labor/ Services** | | | | | |
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| **Total Expenditures** | | |  |  |  |
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|  |  |  | Total Grant Funds (A) | Total Match (B+C) | Total Project Cost (A+B+C) |
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| **SUPPORTING DOCUMENTATION:**  ***Include a photo of project below.***  ***Attach all documents that were developed as a result of the grant (new ordinance, management plan, ordinance, educational materials, inventory results, documentation for newly certified arborist)*** |
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| **TREEPLANTING, PRUNING AND REMOVAL PROJECTS:**    ***Required – Attach an aerial photo (or map) of project with final locations of newly planted trees (labeled with correct species descriptions), locations of trees that received maintenance and/or locations of trees that were removed.*** |

Email final report and documentation as a PDF document to **jlfarley@utah.gov**

or

Mail materials to:

**Jeran Farley**

**Community Forestry Coordinator**

**1594 West North Temple, Suite 3520**

**Salt Lake City, UT 84116**

Phone: (801) 538-5505