



Final Project Report Guidelines

21UCF19

2021 USFS Urban & Community Forestry (U&CF) Grant Program

Your Final Project Report, due by **June 3, 2022** should consist of the following:

- A Final Project Narrative as outlined below
 - A completed Final Reimbursement Request
 - Examples of project deliverables (ex: pictures, brochures, maps, PowerPoint presentations, inventories, etc.)
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Please email or mail all elements of your Final Project Report by **June 3, 2022** to:

Urban & Community Forestry Grant Program

900 Natural Resources Dr, Suite 800

Charlottesville, VA 22903

Attn: Lara Johnson

Email: Lara.johnson@dof.virginia.gov

Your **Final Project Narrative** should address all of the following items:

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A. Project Description

1. Describe how your project met its **purpose** and **objectives**.
2. List the **benefits** your project made to Virginia's Urban & Community Forestry program.
3. List and describe project **deliverables** and the target audiences reached.

B. Public Relations

1. Include any press release and corresponding news articles and announcements about your project.
2. Include any brochures, maps, posters, design plans, PowerPoint presentations, Web site links and all other materials purchased and/or designed with U&CF funds.
3. Include at least two photograph from your project. (Email digital copy).

C. Heat Maps

1. Provide copies of heat maps/data to VDOF and the nine community contacts provided by VDOF.