

# Arkansas Economic Development Commission, Division of Rural Services

## AGFC Wildlife Conservation Education

### Reporting & Record-Keeping Requirements

Below are requirements that must be followed to ensure a proper closeout of the grant. If you have any questions about these regulations, please feel free to contact our office.

- All projects must be completed within twelve (12) months after the date of the grant award. Extensions are not allowed under AGFC guidelines.
- Project funds must be spent on approved items listed in the award letter (unless a modification request has been submitted and approved). Modifications must be submitted to the Director of Rural Services. If you have any question about allowable expenditures, contact our office.
- All project expenditures must be documented. Copies of all project expenditures (i.e., copies of invoices, purchase orders, receipts and cancelled checks).
- Include pictures of your project
- Please give a physical address where the project is or where items/equipment purchased for the project are located. This address will be used for future site visits.
- Copies of any materials produced with grant funds
- Grant narrative detailing the following:
  - Learning objectives met with the project;
  - Number of students/participants involved in the development/completion of the project;
  - How the project enhanced educational experiences of students/participants;
  - Community involvement in the project;
  - Other sources of funding for the project;
  - Additional plans for the project.

Final reports must be signed by the school principal or conservation district conservationist and submitted to Rural Services within 60 days of the project's completion or within one year of the grant award, whichever comes first.

All unspent grant funds must be returned to Arkansas Game and Fish Commission. Checks should be made payable to the Arkansas Game and Fish Commission.

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## AGFC Wildlife Conservation Education Expenditure Report Form

**County:**

**School/Conservation District:**

**Date of Award:**

**Address:**

**Phone Number:**

Please list each program separately below.				
Recipient Name (School or Conservation District)	Project Leader*	Approved Program**	Grant Amount	Unused Funds
Total Grant Funds Received				
Total Remaining Grant Funds (must be returned directly to Ark. Game and Fish Commission)				

\*Project Leader is directly responsible for implementing the program/completing the project for which the funds were approved.

\*\*Use program codes from list below.

<u>Program Name</u>	<u>Code</u>
Hunter Education	HE
Boating Education	BE
Project WILD	WILD
Fishing in the Natural State	FINS
Wings Over Arkansas	WOA
Arkansas Stream Team	AST
School Yard Habitat	SYH
National Archery in the Schools Program	ANASP
Youth Shooting Sports Program	AYSSP
Specialized Conservation Education/Educator Training	CE
AGFC Nature/Education Center Field Trip	NC/EC
Other: _____	OTHER

**Prepared by:**

**Title:**

**Phone:**

**Date of submission:**

Return to:

AEDC Rural Services | 900 West Capitol, Suite 400 | Little Rock, AR 72201

1-888-RURAL-AR | (501) 682-7499 Fax

Attach copies of all canceled checks and invoices from grant to this form. Please remember to include pictures of your project.