

GSI Monitoring Grant *Interim & Final Report*

When you receive a GSI Monitoring Grant from the Sustainable Business Network's (SBN) GSI Partners, we ask that you provide an Interim Report and a Final Report. Your reports will provide SBN with important information about your project's monitoring progress, successes and challenges you've encountered, learnings you've gained as a result, the effectiveness of the grant administration process, and how SBN can better serve future grantees. Please know we value your experience and encourage your openness and candor.

Conclusions derived from monitoring efforts supported by this grant are public information and intended to benefit the greater scientific, design, practitioner, development, and regulatory communities through increased knowledge sharing on GSI performance.

Please submit your report and supplementary attachments as one zipped file to anna@sbnphiladelphia.org with the subject line: GSI Monitoring Grant_Reporting.

Contact anna@sbnphiladelphia.org with any questions using the subject line: GSI Monitoring Grant_Reporting Questions.

Note: This report must be completed by the person named as the primary contact with the lead applicant.

- A. Organization Name:**
- B. Grant Number:**
- C. Grant Duration**
 - a. Total (in months)
 - b. Remaining (in months)
- D. Grant Award Amount**
 - a. Total (in dollars)
 - b. Remaining (in dollars)

All expenditures and activities detailed herein have been made in accordance with the stated purpose of the grant. I hereby certify on behalf of this organization that I have examined the information provided in this report and to the best of my knowledge it is true, correct, and complete. I further agree to notify SBN immediately if any of this information changes.

Signature

Name and title

[typing name here constitutes electronic signature]

I – OVERALL PROGRESS

This section examines your activities to date, and how this compares to the scope of work you initially proposed. Please review your original grant application, and incorporate your answers to these questions into your interim and final reports.

1. Please describe your activities to date. Have the specific actions you've taken/activities you pursued thus far differ from what you originally proposed? Please reply yes or no. Please describe any revised activities and the reason for the change.
2. Will you need to further adjust your originally proposed activities in order to meet your monitoring goals? Please reply yes or no; if yes, please elaborate on why and how.
3. Were there any major changes that occurred within or outside of your organization that had or will have an impact on the work? Please reply yes or no; if yes, please elaborate on why, and how you have responded.

II – BUDGET PROGRESS

This section serves as a platform for transparent financial reporting, and identification of necessary budget modifications to achieve the planned monitoring outcomes.

1. Do you anticipate the ongoing activities and/or adjustments to your activities discussed in Section I will affect your ability to meet your budget? Please reply yes or no; if yes, please elaborate on why and how you intend to meet any budget gaps.
2. What is your company's capacity, and what is really needed to achieve your intended outcomes?
3. Please attach a spreadsheet detailing your planned budget items against your actual expenses to date.

III – KEY FINDINGS

This section examines your performance monitoring results to date.

1. Please describe your monitoring results.
2. What, if any, surprises/unintended results have you encountered?
3. How have monitoring results affected the operations and maintenance of the SMPs at the study site?
4. Please share the link to your raw data, attach your monitoring field notes, visual inspection log/photos, and attach the O+M records for the grant period to date.

IV – LESSONS LEARNED

Please describe your core learnings to date as they relate to your process/approach. What is/are the most meaningful thing(s) you want us to know about your work during this period. This may include one or all of the following:

1. Most significant challenge or obstacle;
2. Most significant success;
3. What you have learned about what works, and how your efforts are changing as a result;
4. What recommendations you would make / advise you would offer.