



1% for Open Space Stewardship Grant Reporting Guidelines

Instructions:

Based on the grant agreement, or at the completion of the use of all 1% funds, the grantee shall complete the following report and email all documents to director@1percentforopenspace.org.

Required Reports:

1. Financial Summary
 - a. A financial summary of how all funds granted by 1% for Open Space were used
2. Narrative Summary
 - a. A narrative summary including all quantifiable impacts made possible by 1% for Open Space funding. (i.e. acres, populations of species, habitats, volunteer hours, number of volunteers, structures built, etc...)
3. Press Coverage Summary
 - a. A short summary on how 1% for Open Space was acknowledged throughout the use of our funding and while carrying out your project