

REPORTING REQUIREMENTS

Project Reporting

Quarterly progress reports are required (every 3 months from the approval date) while the project is active. Reports must be in the form of a document or an email and must clearly include the following information.

- Progress / status of the project
- Notable setbacks or achievements thus far
- Estimated time to finish the work
- Line item report of expenditures from the grant funding

Field visits

Applicants may request field visits from the UFG manager to discuss proposed or ongoing projects. In turn, the UFG manager may request a meeting or visit the site at any time during the project to check the progress of the work.

Changes

Proposed changes to approved grant applications are to be submitted in writing to the UFG manager. A letter of approval must be obtained before proceeding with the changes.

Post Project Reporting

At the completion of the project, applicants are required to notify the grant manager and complete a post-project final report that answers the following six questions:

1. Project title
2. What were the original project objectives and were they attained?
3. What objectives were most successful?
4. What objectives were least successful?
5. Did the results meet your expectations?
6. What would you change if you were to repeat this project?

The report must be in a word or PDF document.

Send all reports to: Jason.Traweek@austintexas.gov

Promote the program!

The UFG is dedicated to improving our community through funding urban forest improvement initiatives. We ask that you to help us spread the word about the program in any written presentations and/or signage about your project. Please let people know that we helped your project so that we can help them realize their future tree project ideas too.