



## Final Project Report Guidelines

Your Final Project Report, due by \_\_\_\_\_, 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.)

Please mail all elements of your Final Project Report **by** \_\_\_\_\_ **to**:

Urban & Community Forestry Grant Program  
South Carolina Forestry Commission  
5500 Broad River Road  
Columbia, SC 29221  
Attn: Frances Waite

Please also e-mail an electronic copy to [fwait@scfc.gov](mailto:fwait@scfc.gov)

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

### A. Project Description

1. Describe how your project met its **purpose** and **objectives**.
2. List the **benefits** your project made to SCFC'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, PowerPoint presentations, Web site links and all other materials purchased and/or designed with U&CF funds.
3. Include a copy of letters that you sent to congressional representatives regarding your grant project if not already sent in.
4. Include at least one photograph from your project. (Email digital copy).
5. Please email a letter to your congressional representatives letting them know how the USFS U&CF program has helped your community/organization. Please send SCFC a copy of the letter for the file as well.