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. This includes copies of all invoices and receipts.

- Copies of checks or card statements used to make each purchase.

- 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.

Printed name of Preparer:

Email of Preparer:

Signature of Preparer:

Printed name of Principal/Superintendent/ District Director:

Email of Principal/Superintendent/District Director:

Signature of Principal/Superintendent/ District Director:

***ALL remaining funds must be returned, check payable to AGFC, but mailed to the address below**

Return to:
AEDC Rural Services | 1 Commerce Way, Suite 601 | Little Rock, AR 72202
1-888-RURAL-AR | Email to: anna.campbell@arkansasedc.com
Attach copies of all canceled checks and invoices from grant to this form. Please remember to include pictures of your project.

Grant Narrative

What learning objectives were met with this project?

How many students/participants were involved in the development/completion of this project?

How did the project enhance educational experiences for the students/participants?

Was there any community involvement in the project? If so, please describe.

Were there any other sources of funding for the project? If so, please describe.

Are there any additional plans for the project? If so, please describe.