

Environmental Awareness Fund

Final Report

A final report must be submitted upon completion of each project and must be received no later than March 1. Ten percent of the funding will not be released until after the final report is submitted and verified by the Chair. The Chair may reach out with questions or requests for supporting documentation after the final report is received. If requested, this additional information/documentation is required no later than March 15.

All final reports are due by March 1, but can be submitted at any time prior to March 1.

Organizations that do not submit a final report will not be eligible for further grants from the Environmental Awareness Fund.

What to include

- Budget
 - A report of all actual expenditures for the project, which identifies and explains any changes from the budget originally submitted.
 - Copies of all receipts/invoices for all monies spent will be required upon request of the Government of Yukon. Random auditing may occur on a regular basis.
 - Invoice for the remaining balance of approved funding.
- Brief summary of the project including evaluation of success (no more than 500 words). This may include measures like:
 - Number of attendees/participants
 - Web analytics
 - Final distribution list
 - Letters from participants/community members/people impacted by project
 - Results evaluation
- Copies of the final product/photos of the project

Your Transfer Payment Agreement will indicate that eligible expenses are those from April 1 to March 31 – these are not your reporting deadlines. All final reports are due no later than March 1.