

# Green Partners report: Environmental Action grant

## Due: September 30

Submit your report to the grant manager at patience.caso@hennepin.us. Call 612-596-6856 for assistance. This report document can be found at: [hennepin.us/greenpartners](http://www.hennepin.us/greenpartners)

# Project summary

1. Organization: \_\_\_\_\_
2. Project title: \_\_\_\_\_
3. What topics have you covered in the past year of your project? \_\_\_\_\_
4. Geographic area (provide addresses, venues, or cities in which project activities took place): \_\_\_\_\_

# 2) Participants and audience

## People directly engaged in project activities

Total number of people (in the past year) actively engaged in activities and direct outreach: \_\_\_\_\_

## People reached through other communications

Total number of people (in the past year) reached through events, newsletters, website, social media, etc.: \_\_\_\_\_

# 3) Activities and accomplishments

1. Describe project activities accomplished during the past year, include a timeline of when activities occurred. Explain any activities you didn’t accomplish that were included in your original project goals. \_\_\_\_\_
2. Share the outcomes from the past year with this report. What new environmental actions have people taken? How many people have taken those actions? \_\_\_\_\_
3. Submit a photo from your project that we can publish in Hennepin County communications.
4. Share or link to stories about this project from your own website, newsletter, local media, or social media.

# 4) Lessons learned

 What did you learn that you can share with county staff and/or other project managers like yourself? \_\_\_\_\_

# 5) Partnership with Hennepin County

1. Which county resources have been helpful during your project? \_\_\_\_\_
2. What feedback do you have for the Green Partners program? What can Hennepin County do to better support projects like yours in the future? \_\_\_\_\_

# 6) Budget report

Submit your project expenses from the past year, and any expenses you have not previously submitted, including copies of receipts and invoices that document purchases. For staff paid an hourly rate, simply report the hourly rate and number of hours worked for each staff person. Provide documentation for all other personnel expenses.